

**SIGNATURE DOCUMENT FOR  
THE HEALTH AND HUMAN SERVICES COMMISSION  
CONTRACT NO. 529-16-0102-00008  
UNDER THE  
FAMILY PLANNING GRANT PROGRAM**

**I. PURPOSE**

The **Health and Human Services Commission** ("System Agency") an administrative agency within the executive department of the State of Texas and having its principal office at 4900 North Lamar Blvd., Austin, TX 78751 and **Bell County Public Health District** ("Grantee" or "Contractor"), having its principal office at 201 N. 8<sup>th</sup> Street, Temple, TX 76503 (each a "Party" and collectively the "Parties") enter into the following grant contract to provide funding for the Family Planning Program ("Contract").

**II. LEGAL AUTHORITY**

This Contract is authorized by and in compliance with the provisions of with the provisions of Chapter 531 of the Texas Government Code and Title 1 of the Texas Administrative Code, Part 15, Chapter 382, Subchapter B, §§382.101-129.

**III. CONTRACT PERIOD**

This Contract has two components, the Fee-For-Service component and the Cost Reimbursement component. Given the need to coordinate the contracts associated with the Family Planning Program ("Program") with the TMHP claims process associated with the Fee-For-Service component of the Program, the effective dates for each component are as follows:

The Cost Reimbursement component will be effective upon the signature date of the latter of the Parties to sign the Contract.

The Fee-For-Service component will be effective on August 1, 2016, or upon the signature date of the latter of the Parties to sign the Contract, whichever occurs later.

The Contract shall terminate on August 31, 2017, unless it is renewed or terminated pursuant to the terms and conditions of the Contract. The System Agency reserves the option to renew the Contract for up to two additional two-year terms.

**IV. STATEMENT OF SERVICES TO BE PROVIDED**

The services to be performed under this Contract are described in the: (1) Family Planning Program Open Enrollment, which is attached hereto as ATTACHMENT A and incorporated herein by this reference; (2) Contractor's revised Program Forms and revised Budget Documents; which are attached hereto as ATTACHMENTS B and C, respectively,

and incorporated herein by this reference; and (3) Contractor's Open Enrollment Application, which is attached hereto as ATTACHMENT D and incorporated herein by this reference.

In the event of a conflict, the order of precedence for these documents is as follows:

Attachment A -- Family Planning Program Open Enrollment Solicitation

Attachment B -- Contractor's revised Program Forms

Attachment C -- Contractor's revised Budget Documents

Attachment D -- Contractor's Open Enrollment Application

Contractor shall provide Family Planning Program services to **2,400** Unduplicated Clients during the term of this Contract.

#### **V. CONTRACT NOT-TO-EXCEED AMOUNT AND PAYMENT PROCESSES**

The total amount of this Contract shall not exceed **\$683,663** as described in the budget documents contained in ATTACHMENT C, which is attached hereto and incorporated herein by this reference. This Contract is contingent upon the continued availability of funding. If funds become unavailable during the term of this Contract, the System Agency may terminate this Contract without penalty.

##### **Fee-For-Service Payments:**

The not-to-exceed amount for the Fee-For-Service component is **\$456,000**. Contractor must submit claims in accordance with the requirements of Sections 2.3.3 and 2.3.5 of the Family Planning Program Open Enrollment, ATTACHMENT A.

##### **Cost Reimbursement Payments:**

The not-to-exceed amount for the Cost Reimbursement component is **\$227,663**. All expenditures under the Contract must be in accordance with ATTACHMENT C. This portion of the Contract will be paid on a cost reimbursement basis as described in Sections 2.3.3 and 2.3.4 of the Family Planning Program Open Enrollment, ATTACHMENT A.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

## **VI. CONTRACT REPRESENTATIVES.**

The following will act as the Representative authorized to administer activities under this Contract on behalf of their respective Party.

### **System Agency**

Health and Human Services Commission -- Women's Health Services  
Address: 1100 W. 49<sup>th</sup> Street  
Austin, TX 78756  
Attention: Camille Laosebikan  
Email: [Camille.Laosebikan@hhsc.state.tx.us](mailto:Camille.Laosebikan@hhsc.state.tx.us)  
Phone: (512) 776-3561

### **Grantee**

Bell County Public Health District  
201 N. 8<sup>th</sup> Street  
Temple, TX 76503  
Attention: Chelo Elliott, RN, WHNP-BC  
Email: [celliott@bellcountyhealth.org](mailto:celliott@bellcountyhealth.org)  
Phone: (254) 778-4766

## **VII. LEGAL NOTICES**

Any legal notice required under this Contract shall be deemed delivered when deposited by the System Agency either in the United States mail, postage paid, certified, return receipt requested; or with a common carrier, overnight, signature required, to the appropriate address below:

### **System Agency**

Health and Human Services Commission  
4900 North Lamar Blvd.  
Austin, TX 78751  
Attention: HHSC Chief Counsel – Karen Ray

### **Grantee**

Bell County Public Health District  
Address: 509 S. 9<sup>th</sup> Street  
Temple, TX 76504  
Attention: Bonnie Scurzi

Notice given by Grantee will be deemed effective when received by the System Agency. Either Party may change its address for notice by written notice to the other Party. **VII.**

## **DISPUTE RESOLUTION**

If a contract dispute arises that cannot be resolved to the satisfaction of the Parties, either Party may notify the other Party in writing of the dispute. If the Parties are unable to

satisfactorily resolve the dispute within fourteen (14) days of the written notification, the Parties must use the dispute resolution process provided for in Chapter 2260 of the Texas Government Code to attempt to resolve the dispute. This provision will not apply to any matter with respect to which either Party may make a decision within its respective sole discretion.

#### **VIII. EXECUTION OF CONTRACT**

The Parties have executed this Contract in their capacities as stated below with authority to bind their organizations on the dates set forth by their signatures.

##### **SYSTEM AGENCY**

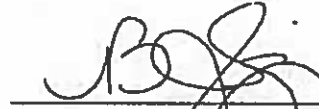


Name: Lesley French

Title: Associate Commissioner

Date of execution: 8/1/2016

##### **GRANTEE**



Name: Bonnie Scarzi

Title: Director

Date of execution: July 12, 2016

**THE FOLLOWING ATTACHMENTS ARE ATTACHED HERETO AND INCORPORATED HEREIN BY REFERENCE:**

- ATTACHMENT A – FAMILY PLANNING PROGRAM OPEN ENROLLMENT**
- ATTACHMENT B – CONTRACTOR'S REVISED PROGRAM FORMS**
- ATTACHMENT C – CONTRACTOR'S REVISED BUDGET DOCUMENTS**
- ATTACHMENT D – CONTRACTOR'S OPEN ENROLLMENT APPLICATION**
- ATTACHMENT E – UNIFORM TERMS AND CONDITIONS**
- ATTACHMENT F – SPECIAL CONDITIONS**
- ATTACHMENT G – STATE ASSURANCES**
- ATTACHMENT H – FEDERAL ASSURANCES**
- ATTACHMENT I – DATA USE AGREEMENT**

**Attachment A – Family Planning Program  
Open Enrollment Solicitation**



**Chris Traylor, Executive Commissioner**

**Open Enrollment For**

***Family Planning Program***

**Enrollment Number: 529-16-0102**

**Enrollment Period Opens: 05/27/2016**

**Enrollment Period Closes: 07/12/2016**

**NIGP Class/Item Code:**

**952-42**

**948-47**

**948-48**

**918-88**

**924-16**

**948-26**

**948-55**

**948-74**

**948-81**

**Addendum #1 (June 7, 2016)**

## TABLE OF CONTENTS

<b>1.</b>	<b>GENERAL INFORMATION .....</b>	<b>4</b>
1.1.	SCOPE.....	4
1.2.	POINT OF CONTACT.....	4
1.3.	PROCUREMENT SCHEDULE .....	4
1.4.	BACKGROUND .....	5
1.5.	ELIGIBLE APPLICANTS .....	5
1.6.	STRATEGIC ELEMENTS .....	6
1.7.	EXTERNAL FACTORS .....	6
1.8.	LEGAL AND REGULATORY CONSTRAINTS .....	6
1.9.	AMENDMENTS AND ANNOUNCEMENTS REGARDING THIS OPEN ENROLLMENT .....	8
1.10.	DELIVERY OF NOTICES .....	8
<b>2.</b>	<b>STATEMENT OF WORK.....</b>	<b>9</b>
2.1.	PROGRAM REQUIREMENTS .....	9
2.2.	REPORTING REQUIREMENTS.....	12
2.3.	FUNDING REQUEST AND REIMBURSEMENT PROCESSES FOR FAMILY PLANNING PROGRAM SERVICES .....	13
2.4.	SERVICE DELIVERY AREA(S).....	16
<b>3.</b>	<b>HISTORICAL UTILIZATION.....</b>	<b>17</b>
3.1.	HISTORICAL UTILIZATION.....	17
<b>4.</b>	<b>HISTORICALLY UNDERUTILIZED BUSINESSES (HUB).....</b>	<b>18</b>
4.1	INTRODUCTION.....	18
4.2	HHSC'S ADMINISTRATIVE RULES .....	18
4.3	STATEWIDE ANNUAL HUB UTILIZATION GOAL.....	18
4.4	REQUIRED HUB SUBCONTRACTING PLAN.....	19
4.5	CPA CENTRALIZED MASTER BIDDERS LIST.....	19
4.6	HUB SUBCONTRACTING PROCEDURES – IF AN APPLICANT INTENDS TO SUBCONTRACT .....	20
4.7	METHOD 5: APPLICANT DOES NOT INTEND TO SUBCONTRACT .....	22
4.8	POST-AWARD HSP REQUIREMENTS.....	22
<b>5.</b>	<b>INFORMATION AND SUBMISSION INSTRUCTIONS.....</b>	<b>24</b>
5.1.	OPEN ENROLLMENT CANCELLATION/PARTIAL AWARD/NON-AWARD .....	24
5.2.	RIGHT TO REJECT APPLICATIONS OR PORTIONS OF APPLICATIONS.....	24
5.3.	JOINT APPLICATIONS .....	24
5.4.	WITHDRAWAL OF APPLICATIONS.....	24
5.5.	COSTS INCURRED.....	24
5.6.	USE OF SUBCONTRACTORS .....	24
5.7.	HUB VENDOR TELECONFERENCE .....	24
5.8.	APPLICATION SUBMISSION INSTRUCTIONS .....	25
5.9.	ORGANIZATION OF ELECTRONIC SUBMISSION OF APPLICATION .....	25
5.10.	DELIVERY OF APPLICATIONS .....	26
<b>6.</b>	<b>ELIGIBILITY DETERMINATION .....</b>	<b>27</b>
6.1.	INITIAL COMPLIANCE SCREENING .....	27
6.2.	UNRESPONSIVE APPLICATIONS .....	27
6.3.	CORRECTIONS TO APPLICATION .....	27
6.4.	ADDITIONAL INFORMATION .....	27
6.5.	METHOD OF ALLOCATION .....	28
<b>7.</b>	<b>GLOSSARY .....</b>	<b>29</b>
<b>8.</b>	<b>PROGRAMMATIC ACRONYMS .....</b>	<b>32</b>
<b>9.</b>	<b>FORMS .....</b>	<b>33</b>
	<b>FORM A-1 -- APPLICATION NARRATIVE .....</b>	<b>36</b>
	<b>FORM B: TABLE OF CONTENTS AND CHECKLIST .....</b>	<b>44</b>

FORM C: TEXAS COUNTIES AND REGIONS.....	45
FORM D: FAMILY PLANNING PROGRAM CONTACT PERSON INFORMATION .....	46
FORM E: FAMILY PLANNING PROGRAM FUNDING REQUEST & PROPOSED NUMBER OF UNDULICATED CLIENTS .....	47
FORM F: BUDGET GUIDANCE .....	48
FORM G: FAMILY PLANNING PROGRAM APPLICANT READINESS .....	49
FORM H: FAMILY PLANNING PROGRAM CLINIC SITE READINESS .....	51
FORM I: FAMILY PLANNING PROGRAM CLINIC SITES .....	52
FORM J: SERVICES PROFILE TABLE .....	54
FORM K: FAMILY PLANNING CERTIFICATION .....	56
<b>10. APPENDICES .....</b>	<b>60</b>
APPENDIX A: FAMILY PLANNING PROGRAM REIMBURSABLE PROCEDURE CODES.....	61
APPENDIX B: OPTIONAL SERVICES.....	68
APPENDIX C: FAMILY PLANNING PROGRAM RULES .....	76
APPENDIX D: HHSC UNIFORM TERMS AND CONDITIONS - VERSION 2.12 .....	81
APPENDIX E: HHSC SPECIAL CONDITIONS, VERSION 1.0 .....	82
APPENDIX F: FISCAL YEAR 2016 POLICY AND PROCEDURE MANUAL FOR FAMILY PLANNING SERVICES .....	83
APPENDIX G: STANDARDS FOR PUBLIC HEALTH CLINIC SERVICES.....	84
APPENDIX H: HUB CMBL LISTING .....	85
APPENDIX I: CERTIFICATIONS AND OTHER REQUIRED FORMS.....	86
APPENDIX J: WOMEN AT OR BELOW 200% FPL BY COUNTY .....	87

## **1. GENERAL INFORMATION**

### **1.1. Scope**

The State of Texas, by and through the Health and Human Services Commission (HHSC), seeks qualified Applicants to enter into contracts to provide comprehensive Family Planning Program Services, in order to reduce unintended pregnancies, positively affect future pregnancies, and improve health status of women and men in accordance with the specifications contained in this open enrollment.

### **1.2. Point of Contact**

The Health and Human Services Commission (HHSC) Point of Contact for inquiries concerning this open enrollment until the completion of the initial application screening is:

**Stefanie Jackson, CTPM**  
**Procurement and Contracting Services (PCS)**  
**Texas Health and Human Services Commission**  
**1100 W. 49th Street, Mail Code 2020**  
**Austin, TX 78756**  
**512.406.2468**  
[Stefanie.Jackson@hhsc.state.tx.us](mailto:Stefanie.Jackson@hhsc.state.tx.us)

Applicant must direct all procurement communications relating to this open enrollment to the HHSC Point of Contact named above unless specifically instructed to an alternate Contact by HHSC Procurement and Contracting Services (PCS).

An alternate contact will be provided to Applicants by email upon completion of the initial screening conducted by the PCS Procurement Manager.

### **1.3. Procurement Schedule**

All dates are subject to change at HHSC's discretion. Applications must be received by the HHSC Point of Contact identified in subsection 1.2 by the enrollment closing period provided in the Procurement Schedule below. Late applications will be deemed non-responsive and will not be considered.

<b>Procurement Schedule</b>	
Open Enrollment Period Opens	<b>05/27/2016</b>
Open Enrollment Period Closes	<b>07/12/2016</b>
HUB Vendor Teleconference	<b>9:00 AM CST</b> <b>06/02/16</b>
HHSC Post Awards to <a href="#">Electronic State Business Daily</a> (ESBD)	<b>As contracts are executed</b>
Anticipated Contract Start Date	<b>07/01/2016</b>

## **1.4. Background**

### **1.4.1. Overview of the Health and Human Services Commission (HHSC)**

Since 1991, the Texas Health and Human Services Commission (HHSC) has overseen and coordinated the planning and delivery of health and human service programs in Texas. HHSC is established in accordance with Texas Government Code Chapter 531 and is responsible for the oversight of all Texas health and human service agencies (HHS Agencies). HHSC's chief executive officer is Chris Traylor, Executive Commissioner of Health and Human Services.

As a result of the consolidation pursuant to the 78th Texas Legislature, Regular Session (2003), House Bill 2292, some of the contracting and procurement activities for the HHS Agencies have been assigned to the Procurement and Contracting Services (PCS) Division of HHSC. As such, PCS will administer the initial stages of the procurement process, including enrollment announcement and publication, handling of communications from the applicant, as well as managing the receipt and handling of valid applications.

## **1.5. Eligible Applicants**

To be eligible to apply for a contract and receive an award through this open enrollment, Applicants shall:

- 1.5.1.** be an entity free to participate in state contracts and not be debarred by the Texas Comptroller of Public Accounts:  
[http://comptroller.texas.gov/procurement/prog/vendor\\_performance/debarred/;](http://comptroller.texas.gov/procurement/prog/vendor_performance/debarred/)
- 1.5.2.** be free to participate in federal contracts with the System of Award Management (SAM). Applicant is ineligible to apply for funds under this OE if currently debarred, suspended, or otherwise excluded or ineligible for participation in Federal or State assistance programs. Search the federal excluded list at the following website:  
<https://www.sam.gov/portal/public/SAM;>
- 1.5.3.** be "Active" by the Texas Comptroller of Public Accounts:  
[http://comptroller.texas.gov/;](http://comptroller.texas.gov/)
- 1.5.4.** have a Medical Director that holds a valid and current medical license to practice in the State of Texas; and
- 1.5.5.** be a Medicaid provider in accordance with [Title 1, Texas Administrative Code, Part 15, Chapter 352](#), or must have submitted a Texas Medicaid Provider Enrollment Application;

**NOTE:** The applicant must include the Texas Provider Identifier (TPI) and the National Provider Identifier (NPI) for each clinic site that will provide Family Planning Program services on Form I. If a clinic site does not have a TPI or NPI, the applicant must provide the date the Texas Medicaid Provider Enrollment Application was submitted on Form I. Applicants can learn more about the Texas Medicaid Provider Enrollment process by referring to the [TMHP website](#).

## **1.6. Strategic Elements**

### **1.6.1. Contract Type and Term**

HHSC will award one or more contracts under this open enrollment. The initial contract period will commence on or about July 1, 2016 and will terminate August 31, 2017. The resulting contracts may be renewed for up to two additional two-year terms.

### **1.6.2. Contract Elements**

The term “contract” means the contract awarded as a result of this open enrollment, which includes the signature document and all attachments thereto, HHSC’s Uniform Terms and Conditions Version 2.12 (UTCs), the HHSC Special Conditions, this open enrollment, and the successful applicants’ respective application. The UTCs are contained in Appendix F and the HHSC Special Conditions are contained in Appendix G. Additionally, a contract resulting from this open enrollment will be subject to HHSC’s Data Use Agreement (DUA), which will be incorporated in the contract.

HHSC reserves the right to negotiate additional contract terms and conditions. Applicants are responsible for reviewing the UTCs and HHSC Special Conditions and noting any exceptions on the Respondent Information and Disclosures form.

## **1.7. External Factors**

External factors may affect the project, including budgetary and resource constraints. Any contract resulting from the open enrollment is subject to the availability of state. As of the issuance of this open enrollment, HHSC anticipates that budgeted funds will be available to reasonably fulfill the project requirements. If, however, funds are not available, HHSC reserves the right to withdraw the open enrollment or terminate the resulting contract without penalty.

## **1.8. Legal and Regulatory Constraints**

### **1.8.1. Delegation of Authority**

State and federal laws generally limit HHSC’s ability to delegate certain decisions and functions to a contractor, including but not limited to: (1) policy-making authority; and (2) final decision-making authority on the acceptance or rejection of contracted services.

### **1.8.2. Conflicts of Interest**

A conflict of interest is a set of facts or circumstances in which either an Applicant or anyone acting on its behalf in connection with this procurement has past, present or currently planned personal, professional or financial interests or obligations that, in HHSC’s determination, would actually or apparently conflict or interfere with the Applicant’s contractual obligations to HHSC. A conflict of interest would include circumstances in which a party’s personal, professional or financial interests or obligations may directly or indirectly:

- make it difficult or impossible to fulfill its contractual obligations to HHSC in a manner that is consistent with the best interests of the State of Texas;

- impair, diminish or interfere with that party's ability to render impartial or objective assistance or advice to HHSC; or
- provide the party with an unfair competitive advantage in future HHSC procurements.

Neither the applicant nor any other person or entity acting on its behalf, including but not limited to subcontractors, employees, agents and representatives, may have a conflict of interest with respect to this procurement. Before submitting an Application, Applicants should carefully review the UTC's and HHSC Special Conditions for additional information concerning conflicts of interests.

An Applicant must certify that it does not have personal or business interests that present a conflict of interest with respect to the open enrollment and resulting contract (see [Required Certifications Form](#)). Additionally, if applicable, the applicant must disclose all potential conflicts of interest. The applicant must describe the measures it will take to ensure that there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained (see the [Respondent Information and Disclosure Form](#)). HHSC will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the term of the contract. **Failure to identify potential conflicts of interest may result in HHSC's disqualification of an application or termination of the contract.**

### **1.8.3. Former Employees of a State Agency**

Applicants must comply with Texas laws and regulations relating to the hiring of former state employees (see e.g., Texas Government Code [§572.054](#)). Such "revolving door" provisions generally restrict former agency heads from communicating with or appearing before the agency on certain matters for two years after leaving the agency. The revolving door provisions also restrict some former employees from representing clients on matters that the employee participated in during state service or matters that were in the employees' official responsibility.

As a result of such laws and regulations, an Applicant must certify that it has complied with all applicable laws and regulations regarding former state employees (see the Required Certifications form). Furthermore, an Applicant must disclose any relevant past state employment of the Applicant's or its subcontractors' employees and agents in the Respondent Information and Disclosure form.

### **1.8.4. Interpretive Conventions**

Whenever the terms "shall," "must," or "is required" are used in this open enrollment in conjunction with a specification or performance requirement, the specification or requirement is mandatory.

Whenever the terms "can," "may," or "should" are used in this open enrollment in conjunction with a specification or performance requirement, the specification or performance requirement is a desirable, but not mandatory, requirement.

**1.9. Amendments and Announcements Regarding this Open Enrollment**

HHSC will post all official communication regarding this open enrollment on the [Electronic State Business Daily](#) (ESBD). HHSC reserves the right to revise the open enrollment at any time. It is the responsibility of each Applicant to comply with any changes, amendments, or clarifications posted to the [ESBD](#). Applicant must check the [ESBD](#) frequently for changes and notices of matters affecting this open enrollment.

All questions and comments regarding this open enrollment must be sent to the HHSC Point of Contact identified in subsection 1.2. Questions must reference the appropriate page and section number. HHSC will post subsequent answers to questions to the ESBD as appropriate. HHSC reserves the right to amend answers prior to the open enrollment closing date.

**1.10. Delivery of Notices**

Any notice required or permitted under this announcement by one party to the other party must be in writing and correspond with the contact information noted in subsection 1.2 of this open enrollment. At all times, Applicant will maintain and monitor at least one active email address for the receipt of Application-related communications from HHSC. It is the Applicant's responsibility to monitor this email address for Application-related information.

**The remainder of this page is intentionally left blank**

## **2. STATEMENT OF WORK**

### **2.1. Program Requirements**

Family Planning Services are preventive health, medical, counseling, and educational services that assist low-income Texans to manage their fertility and achieve optimal reproductive and general health. Family Planning Program funding shall not be used to provide abortion services or pay direct or Indirect Costs (including overhead, rent, phones, and utilities) of abortion procedures.

The following sections constitute the minimum program requirements for the Family Planning Program. Applicants that meet the eligibility requirements contained in Section 6 of this open enrollment must also meet the requirements described below, **prior to receiving a contract**.

#### **2.1.1. Family Planning Program Certification**

All Applicants, prior to the receipt of a contract resulting from this open enrollment, must submit a signed Family Planning Program Certification, which is contained in Form K, or a document that is substantially similar to the content of Form K. An Applicant may submit their certification at the time it submits its Application.

#### **2.1.2. Required and Optional Services**

Appendix A contains a list of the required core Family Planning Services that must be provided under the terms of the contracts resulting from this open enrollment. Additionally, Contractors must provide all FDA-approved methods of contraception (with the exception of emergency contraceptive pills) either directly or by referral to another provider of contraceptive services. Contractors must also provide natural family planning methods, basic infertility services, and services to adolescents.

**NOTE:** Additional information regarding the required contraceptive methods and services is contained in Appendix F, the HHSC Family Planning Program Policy and Procedure Manual.

##### **2.1.2.1. Pharmaceutical Services:**

Contractors must be capable of providing limited pharmaceutical services (including contraceptive methods and related medications) to Clients at each of the clinics identified in its application. Accordingly, for each clinic, Contractors will be required to have at least a Class D pharmacy on-site or have applied for a Class D pharmacy license through the Texas Pharmacy Licensing Board. A Class D pharmacy license is required to ensure Clients have immediate access to contraceptive methods and related medications covered under the Fee-For-Service portion of the Family Planning Program.

**NOTE:** If an Applicant determines that having a Class D pharmacy license is not feasible, the Applicant may request an exemption to this requirement from HHSC.

**2.1.2.2. Optional Services:**

In addition to the required core Family Planning Services, contraceptive services, and pharmacy services, Contractors may choose to provide any of the optional services that are contained in Appendix B. These optional services include breast and cervical cancer diagnostic services, limited prenatal services, and immunizations.

**2.1.3. Medical Director**

Contractors must have a Medical Director who has a valid and current medical license in the state of Texas overseeing its Family Planning Program services. Each clinic site must provide Family Planning Services under the purview of a Medical Director licensed in the state of Texas.

**NOTE:** A Medical Director may oversee Family Planning Services at multiple clinic sites.

**2.1.4. Sterilization Services**

Contractors that perform sterilization services must do so in accordance with the requirements and limitations contained in the HHSC Family Planning Program Policy and Procedure Manual contained in Appendix F.

**2.1.5. Co-pays Charged to Clients**

Contractors may charge Clients a co-pay in accordance with the HHSC Family Planning Program policy. However, a Contractor must not collect a co-pay from a client if the Client is unable to pay, or if it creates a barrier to services/care for the Client. Contractors may not deny a Client services because of a Client's inability to pay current fees or any fees owed to the Contractor.

**2.1.6. Eligible Client Population Determination**

The eligible population for the Family Planning Program consists of women and men who have income at or below 250% of the [Federal Poverty Level \(FPL\)](#), are age sixty-four or younger, and reside in Texas. Contractors will be required to serve all individuals that meet the eligible population requirements. Contractors will be required to screen potentially eligible women and men for program eligibility in accordance with the HHSC Family Planning Program Policy and Procedure Manual.

**2.1.7. Administrative Requirements**

Contractors must have a billing system and/or process to submit Fee-For-Service claims to the Texas Medicaid Healthcare Partnership.

**NOTE:** the Texas Medicaid Provider Procedures Manual provides detailed claims submission information and can be accessed on the TMHP website at: <http://www.tmhp.com>

**2.1.7.1.** Contractors must ensure compliance with the Reimbursement Processes described in Section 2.3, below.

**2.1.7.2.** Contractors must use internal Quality Assurance/Quality Improvement (QA/QI) management and processes to monitor Family Planning Services. Contractor must have a QA/QI committee and the Medical Director must be a part of the committee.

**2.1.7.3.** Contractors must ensure compliance with the reporting requirements described in section 2.2, below.

**2.1.7.4.** Contractor must ensure the provision of Family Planning Program Services to Clients throughout the entirety of the contract term.

**2.1.7.5.** Contractors will be required to develop and implement an annual plan to provide Family Planning Program promotion to:

**2.1.7.5.1.** inform the public of its purpose and services;

**2.1.7.5.2.** enhance community understanding of its objectives;

**2.1.7.5.3.** enlist community support; and

**2.1.7.5.4.** elicit potential Clients.

**2.1.7.6.** Contractors are required to participate in all HHSC-required Family Planning Program trainings. The four (4) required annual trainings include:

**2.1.7.6.1.** State of Texas child abuse reporting requirements;

**2.1.7.6.2.** assessment for human trafficking and intimate partner violence;

**2.1.7.6.3.** HHSC Family Planning Program Client eligibility and billing; and

**2.1.7.6.4.** continuing education credits regarding long-acting reversible contraception (LARC). Family Planning Program trainings may include webinars, conference calls, and in-person trainings.

**2.1.7.7. NOTE:** The selected contractor(s) may attend HHSC-required trainings in person or participate remotely.

## **2.1.8. Clinic Site Readiness**

Each of the Contractor's clinics that will provide Family Planning Services must meet the clinic readiness criteria identified on Form H.

## **2.1.9. Rules/Policy**

Contractors will be required to comply with the requirements set out in the applicable Family Planning Program rules, which are currently contained in Title [25, Part 1 of the Texas Administrative Code, Chapter 39, Subchapter B, Rule §§39.33 and 39.38](#), as currently enacted or as later modified. The applicable Family Planning Program rules are contained in Appendix C. Additionally, Contractors will be required to comply with the Family Planning Program requirements set out in the HHSC Family Planning Program Policy and Procedure Manual contained in Appendix F. The HHSC Family Planning Program Policy and

Procedure Manual may be revised without the need of a written modification to the contracts resulting from this open enrollment.

### **2.1.10. Procurement Forms**

Applicants must sign and submit all of the forms contained in Appendix I prior to receiving a contract resulting from this open enrollment.

## **2.2. Reporting Requirements**

Contractors must adhere to the following reporting requirements to ensure contract obligations have been met. The reports will assist HHSC with tracking progress towards objectives; evaluating and validating performance; ensuring adherence to policy; and ensuring availability and access to services.

HHSC may review, approve, or require modifications to the reporting requirements at its discretion. The agreed upon format will be determined prior to submission of the required report. Contractors will be provided with reporting templates post-award.

Contractors will be required to report on required Professional Development activities on an annual basis. The information contained in these reports must, at a minimum, include: topic, date, and source or presenting body.

Professional Development	Reporting Period	Reporting Due Date
Documentation of Professional Development Activities conducted.	Annually	On or before September 30, 2017

Contractors will be required to report on program promotion activities by providing a Program Promotion report in accordance with requirements set forth in Family Planning Program/Outreach Annual Report, to be provided by HHSC. The information contained in this report must include: the activity, dates, number of agency staff monitoring, number of estimated potential Clients, community partners, type of media presented, and successes and challenges of activities.

Program Promotion	Reporting Period	Reporting Due Date
Description of Program Promotion Activities	Annually	On or before August 15, 2016.
Documentation of Program Promotion Activities conducted	Annually	On or before September 30, 2017

Contractors will be required to report on program services provided to Clients by completing a Family Planning Program Annual Report, to be provided by HHSC. The information contained in this report must include: numbers of Clients served and successes and challenges of providing services.

Annual Report	Reporting Period	Reporting Due Date
Family Planning Program Annual Report	Annually	On or before January 30, 2018

## **2.3. Funding Request and Reimbursement Processes for Family Planning Program Services**

Family Planning Program funding shall not be used to provide abortion services or pay direct or Indirect Costs (including overhead, rent, phones, and utilities) of abortion procedures. Contractors must provide Family Planning Program Services as required under the resulting contracts to serve the number of proposed Unduplicated Clients during the term of the contract. Accordingly, on [Form E](#), Applicant must propose the number of Unduplicated Clients it will serve during the term of the contract resulting from this enrollment.

If funds for these Contracts become unavailable during any budget period, HHSC may immediately terminate or reduce the amount of the resulting Contract at the discretion of HHSC. Contractor will have no right of action against HHSC if HHSC cannot perform its obligations under this Contract due to a lack of funding for any activities or functions outlined in Section 2 of this open enrollment. HHSC does not guarantee funding at any level and may increase or decrease funds at any time during the term of a Contract resulting from this open enrollment.

### **2.3.1. Reimbursement Options:**

Family Planning Program contractors may seek reimbursement for project costs using the following methods:

**2.3.1.1.** Contractors will be reimbursed using the Fee-For-Service reimbursement method by submitting claims to TMHP for direct clinical care services provided to Clients, which will then be paid by HHSC; and

**2.3.1.2.** Contractors may seek cost reimbursement for services that enhance the Fee-For-Service services provided to Clients by submitting monthly vouchers for expenses detailed in the categorical budget attached to a contractor's contract.

Accordingly, Applicants must indicate the amount of their total proposed funding request that may be reimbursed using the Fee-For-Service reimbursement method only or using both of the methods (Fee-For-Service and cost reimbursement) on Form E.

**NOTE:** Applicants may request up to 100% of their total funding request to be reimbursed through the Fee-For-Service reimbursement method or Applicants may request a portion of their funding request to be reimbursed on a cost reimbursement basis in addition to the Fee-For-Service reimbursement method. However, the cost reimbursement amount requested may not exceed 50% of Applicant's total proposed funding request and ultimately, its funding award.

**2.3.2. Budget Requirements:**

In accordance with the requirements contained in Forms F and F-1 through F-7, Applicant must develop a categorical budget, where costs may be allocated to any of the following categories the Applicant identifies during its budget development process:

**2.3.2.1.** Personnel

**2.3.2.2.** Fringe Benefits

**2.3.2.3.** Travel

**2.3.2.4.** Equipment

**2.3.2.5.** Supplies

**2.3.2.6.** Contractual

**2.3.2.7.** Other

**2.3.2.8.** Indirect Costs

**NOTE:** Indirect Costs are costs incurred for a common or joint purpose benefiting more than one project or cost objective of Applicant's organization and not readily identified with a particular project or cost objective. Typical examples of Indirect Costs may include general administration and general expenses such as salaries and expenses of executive officers, personnel administration and accounting; depreciation or use allowances on buildings and equipment; and costs of operating and maintaining facilities.

Applicants must base their budget and funding request on the requirements contained in Section 2 of this open enrollment.

Applicants must separately identify value-added benefits, cost-savings and cost-avoidance methods and measures, and the effect of such methods on the budget, requested funding, and Program Requirements.

**2.3.3. Reimbursement for Services**

All Family Planning Program funds are required to be used to assist Clients in planning their families, whether it is to achieve, postpone, or prevent pregnancy. Family Planning Program services will be reimbursed as follows:

**2.3.3.1.** All direct Client clinical services provided under the contract resulting from this procurement will be reimbursed using the Fee-For-Service reimbursement method, which requires Contractors to submit their claims to TMHP for services rendered. However, the claims will be paid by HHSC; and

**NOTE:** Services contained in Appendices A and B are allowable Fee-For-Service program services under the Family Planning Program.

**2.3.3.2.** Contractors may be reimbursed by HHSC for up to 50% of the total amount of funding awarded on a cost reimbursement basis, which requires contractors to submit monthly vouchers for expenses outlined in the categorical budgets of their respective contracts.

**NOTE:** Categorical Family Planning Program funds (cost reimbursement funds) must be directly related to support services that enhance clinical outcomes for Clients served under the Fee-For-Service program.

#### **2.3.4. Cost Reimbursement Process**

Contractors may seek reimbursement for project costs by submitting monthly vouchers for expenses outlined in the categorical budget included in their contract for the cost reimbursement portion of the Family Planning Program.

Family Planning Program funds will be disbursed to contractors through a voucher system as expenses are incurred during the contract term.

Reimbursement must be requested by using a purchase voucher and providing supporting documentation. Vouchers and supporting documentation must be submitted monthly, within 30 days following the end of the month in which the costs were incurred.

Program Income received from the provision of Fee-For-Service services must be expended before Family Planning Program cost reimbursement funds are requested through the voucher process. Contractors will be required to submit monthly vouchers even if Program Income equals or exceeds program expenses. When program expenses exceed Program Income, the monthly voucher will result in a payment up to the not-to-exceed amount of the contract.

#### **2.3.5. Fee-For-Service Reimbursement Process**

Contractors must submit their Fee-For-Service claims to TMHP using the 2017 Family Planning Claim Form. The Texas Medicaid Provider Procedures Manual provides detailed claims submission information and can be accessed on the TMHP website at <http://www.tmhp.com>.

HHSC Family Planning Program claims or appeals must be filed within certain timeframes:

**2.3.5.1.** Initial claims submission: Submitted within 95 days of the date of service on the claim or date of any third party insurance explanation of benefit (EOB). If the 95<sup>th</sup> day falls on a weekend or holiday, the filing deadline is extended until the next business day.

**2.3.5.2.** Appeals: Submitted within 120 days of the date on the R&S Report on which the claim reaches a finalized status. If the 120<sup>th</sup> day falls on a weekend or holiday, the filing deadline is extended until the next business day. If the claim is denied for late filing due to the initial submission deadline, documentation of timely filing must be submitted along with the claim appeal. Refer to the TMPPM for further information.

**2.3.5.3.** All claims and appeals must be submitted and processed within 60 days after the end of the contract period.

**2.3.5.4.** All claims must continue to be billed and denied claims appealed even after the contract funding limit has been met.

**NOTE:** If a Client co-pay is collected, Contractors are required to include that amount on the corresponding Fee-For-Service claim. Contractors may charge Clients a co-pay based on HHSC Family Planning Program policy. However, Contractors may not collect a co-pay if the Client is unable to pay, or if it creates a barrier to care/services for the Client. Contractors must not deny a Client services because of the Client's inability to pay current fees or any fees owed.

## **2.4. Service Delivery Area(s)**

The geographic area to be served consists of HHSC Regions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11. A map of all HHSC Regions may be accessed at the following link:

[http://www.hhsc.state.tx.us/about\\_hhsc/Regions/](http://www.hhsc.state.tx.us/about_hhsc/Regions/)

**NOTE:** Applicants should click on a specific Region to view a list of counties found within the Region.

**The remainder of the page is intentionally left blank.**

### 3. HISTORICAL UTILIZATION

#### 3.1. Historical Utilization

**3.1.1.** The table below is an estimate of the number of women at or below 200% of the Federal Poverty Level (FPL). It provides a rough estimate of the need for services statewide. For county level data, see Appendix J.

Region	Women Eligible for Family Planning Services	
	Number	Percent
Texas, all Regions	4,798,259	100%
Region 1	159,586	3.3%
Region 2	96,222	2.0%
Region 3	1,179,889	24.6%
Region 4	203,866	4.2%
Region 5	141,350	2.9%
Region 6	1,111,372	23.2%
Region 7	523,803	10.9%
Region 8	500,004	10.4%
Region 9	98,785	2.1%
Region 10	209,231	4.4%
Region 11	574,151	12.0%

**The remainder of the page is intentionally left blank.**

## **4. HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)**

In accordance with Texas Government Code [Chapter 2161, Subchapter F, §2161.252 \(b\)](#) and in accordance with Texas Administrative Code [§20.14\(b\)\(3\)](#), an Application that does not contain a HUB Subcontracting Plan (HSP) is non-responsive. Applications that do not include a completed HUB subcontracting plan in accordance with this subsection shall be rejected due to material failure to comply with Government Code, [§2161.252\(b\)](#).

### **4.1 Introduction**

#### **The sole point of contact for HUB inquires:**

**Texas Health and Human Services Commission**

**Sherice Williams, HUB Coordinator**

**Phone: (512) 406-2542**

**E-mail: [sherice.williams@hhsc.state.tx.us](mailto:sherice.williams@hhsc.state.tx.us)**

HHSC is committed to promoting full and equal business opportunities for businesses in state contracting in accordance with the goals specified in the State of Texas Disparity Study. HHSC encourages the use of Historically Underutilized Businesses (HUBs) through race, ethnic and gender-neutral means. HHSC has adopted administrative rules relating to HUBs and a Policy on the Utilization of HUBs which is located on HHSC's website.

Pursuant to Texas Government Code [§2161.181](#) and [§2161.182](#) and HHSC's HUB policy and rules, HHSC is required to make a good faith effort to increase HUB participation in its contracts. HHSC may accomplish the goal of increased HUB participation by contracting directly with HUBs or indirectly through subcontracting opportunities.

### **4.2 HHSC's Administrative Rules**

HHSC has adopted the CPA's HUB rules as its own. HHSC's rules are located in the Texas Administrative Code [Title 1, Part 15, Chapter 391, Subchapter G](#) and the CPA rules are located in Texas Administrative Code [Title 34, Part 1, Chapter 20, Subchapter B](#). If there are any discrepancies between HHSC's administrative rules and this open enrollment, the rules shall take priority.

### **4.3 Statewide Annual HUB Utilization Goal**

The CPA has established statewide annual HUB utilization goals for different categories of contracts in Texas Administrative Code [Title 34, Part 1, Chapter 20, Subchapter B, §20.13](#) of the HUB rules. In order to meet or exceed the statewide annual HUB utilization goals, HHSC encourages outreach to certified HUBs. Contractors shall make a good faith effort to include certified HUBs in the procurement process.

This procurement is classified as an All Other Services procurement under the CPA rule and therefore has a statewide annual HUB utilization goal of 26% per fiscal year.

#### **4.4 Required HUB Subcontracting Plan**

In accordance with Texas Government Code [Chapter 2161, Subchapter F, §2161.252](#) each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, Applications, offers, or other applicable expressions of interest for the contract, determine whether there will be subcontracting opportunities under the contract. If the state agency determines that there is that probability, the agency shall require that each bid, proposal, offer, or other applicable expression of interest for the Contract include a Historically Underutilized Business Subcontracting Plan.

In accordance with Texas Administrative Code [Title 34, Part 1, Chapter 20, Subchapter B, §20.14 \(a\)\(1\)\(C\)](#) of the HUB Rule, state agencies may determine that subcontracting is probable for only a subset of the work expected to be performed or the funds to be expended under the contract. If an agency determines that subcontracting is probable on only a portion of a contract, it shall document its reasons in writing for the procurement file.

HHSC has determined that subcontracting opportunities are probable for this Application. As a result, the Applicant must submit an HSP with its Application. The HSP is required whether an Applicant intends to subcontract or not.

In the HSP, an Applicant must indicate whether it is a Texas certified HUB. Being a certified HUB does not exempt an Applicant from completing the HSP requirement.

HHSC shall review the documentation submitted by the Applicant to determine if a good faith effort has been made in accordance with open enrollment and HSP requirements. During the good faith effort evaluation, HHSC may, at its discretion, allow revisions necessary to clarify and enhance information submitted in the original HSP.

If HHSC determines that the Applicant's HSP was not developed in good faith, the HSP will be considered non-responsive and will be rejected as a material failure to comply with advertised specifications. The reasons for rejection shall be recorded in the procurement file.

#### **4.5 CPA Centralized Master Bidders List**

Applicants may search for HUB subcontractors in the CPA's Centralized Master Bidders List (CMBL) HUB Directory, which is located on the CPA's website at <http://www2.cpa.state.tx.us/cmb/cmbhub.html>. For this procurement, HHSC has identified the following class and item codes for potential subcontracting opportunities:

##### **4.5.1 National Institute of Governmental Purchasing (NGIP) Class/Item Code(s):**

- **Class 918**, Consulting Services – **Item 88**: Quality Assurance/Control Consulting
- **Class 924**, Education/Training Services – **Item 16**: Course Development Services, Instructional/Training
- **Class 948**, Health Related Services – **Item 26**: Cytology Screening Services
- **Class 948** Health Related Services – **Item 48**: Health Care Services (Not Otherwise Classified)
- **Class 948** Health Related Services – **Item 55**: Medical and Laboratory Services (Non-Physician)

- **Class 948 Health Related Services – Item 74:** Professional Medical Services (Including Physicians, Pharmacists, and All Specialties), (*Including Physicians, Pharmacists and all Specialties*)
- **Class 948 Health Related Services – Item 81:** Radiation Therapy Treatment Services

Applicants are not required to use, nor limited to using, the class and item codes identified above, and may identify other areas for subcontracting.

HHSC does not endorse, recommend nor attest to the capabilities of any company or individual listed on the CPA's CMBL. The list of certified HUBs is subject to change, so Applicants are encouraged to refer to the CMBL often to find the most current listing of HUBs.

#### **4.6 HUB Subcontracting Procedures – If an Applicant Intends to Subcontract**

An HSP must demonstrate that the Applicant made a good faith effort to comply with HHSC's HUB policies and procedures. The following subparts outline the items that HHSC will review in determining whether an HSP meets the good faith effort standard. An Applicant that intends to subcontract must complete the HSP to document its good faith efforts.

##### **4.6.1 Identify Subcontracting Areas and Divide Them into Reasonable Lots**

An Applicant should first identify each area of the contract work it intends to subcontract. Then, to maximize HUB participation, it should divide the contract work into reasonable lots or portions, to the extent consistent with prudent industry practices.

##### **4.6.2 Notify Potential HUB Subcontractors**

The HSP must demonstrate that the Applicant made a good faith effort to subcontract with HUBs. The Applicant's good faith efforts shall be shown through utilization of all methods in conformance with the development and submission of the HSP and by complying with the following steps:

Divide the contract work into reasonable lots or portions to the extent consistent with prudent industry practices. The Applicant must determine which portions of work, including goods and services, will be subcontracted.

Use the appropriate method(s) to demonstrate good faith effort. The Applicant can use either method(s) 1, 2, 3, 4 or 5:

###### **4.6.2.1 Method 1: Applicant Intends to Subcontract with only HUBs:**

The Applicant must identify in the HSP the HUBs that will be utilized and submit written documentation that confirms 100% of all available subcontracting opportunities will be performed by one or more HUBs; or,

###### **4.6.2.2 Method 2: Applicant Intends to Subcontract with HUB Protégé(s):**

The Applicant must identify in the HSP the HUB Protégé(s) that will be utilized and should:

- include a fully executed copy of the Mentor Protégé Agreement, which must be registered with the CPA prior to submission to HHSC, and
- identify areas of the HSP that will be performed by the Protégé.

HHSC will accept a Mentor Protégé Agreement that has been entered into by an Applicant (Mentor) and a certified HUB (Protégé) in accordance with Texas Government Code §2161.065. When an Applicant proposes to subcontract with a Protégé(s), it does not need to provide notice to three (3) HUB vendors for that subcontracted area.

Participation in the Mentor Protégé Program, along with the submission of a Protégé as a subcontractor in an HSP, constitutes a good faith effort for the particular area subcontracted to the protégé; **or**,

**4.6.2.3 Method 3: Applicant Intends to Subcontract with HUBs and Non-HUBs (Meet or Exceed the Goal):**

The Applicant must identify in the HSP and submit written documentation that one or more HUB subcontractors will be utilized and that the aggregate expected percentage of subcontracts with HUBs will meet or exceed the goal specified in this open enrollment. When utilizing this method, only HUB subcontractors that have existing contracts with the Applicant for five years or less may be used to comply with the good faith effort requirements.

When the aggregate expected percentage of subcontracts with HUBs meets or exceeds the goal specified in this open enrollment, Applicants may also use non-HUB subcontractors; **or**,

**4.6.2.4 Method 4: Applicant Intends to Subcontract with HUBs and Non-HUBs (Does Not Meet or Exceed the Goal):**

The Applicant must identify in the HSP and submit documentation regarding both of the following requirements:

- Written notification to trade organizations and/or development centers to assist in identifying potential HUBs of the subcontracting opportunities with whom the Applicant intends to subcontract.

Applicants must give trade organizations and/or development centers at least seven (7) working days prior to submission of the Applicant's Application for dissemination of the subcontracting opportunities to their members. A list of trade organizations and/or development centers is located on CPA's website under the Minority and Women Organization Links.

- Written notification to at least three (3) HUB businesses of the subcontracting opportunities that the Applicant intends to subcontract. The written notice must be sent to potential HUB subcontractors prior to submitting Applications and must include:
  - a description of the portion of the SOW to be subcontracted;
  - information regarding the location to review project plans or specifications;
  - information about bonding and insurance requirements;
  - required qualifications and other contract requirements; and
  - a description of how the subcontractor can contact the Applicant.

- Applicants must give potential HUB subcontractors a reasonable amount of time to respond to the notice, at least seven (7) working days prior to submission of the Applicant's Application unless circumstances require a different time period, which is determined by the agency and documented in the contract file.
- Applicants must also use the CMBL, the HUB Directory, and Internet resources when searching for HUB subcontractors. Applicants may rely on the services of contractor groups, local, state and federal business assistance offices, and other organizations that provide assistance in identifying qualified applicants for the HUB program.

#### **4.6.3 Written Justification of the Selection Process**

HHSC will make a determination if a good faith effort was made by the Applicant in the development of the required HSP. One or more of the methods identified in the previous sections may be applicable to the Applicant's good faith efforts in developing and submission of the HSP. HHSC may require the Applicant to submit additional documentation explaining how the Applicant made a good faith effort in accordance with the open enrollment.

An Applicant must provide written justification of its selection process if it chooses a non-HUB subcontractor. The justification should demonstrate that the Applicant negotiated in good faith with qualified HUB bidders and did not reject qualified HUBs who were the best value responsive bidders.

#### **4.7 Method 5: Applicant Does Not Intend to Subcontract**

When the Applicant plans to complete all contract requirements with its own equipment, supplies, materials and/or employees, it is still required to complete an HSP.

The Applicant must complete the "Self Performance Justification" portion of the HSP, and attest that it does not intend to subcontract for any goods or services, including the class and item codes identified in Section 4.5. In addition, the Applicant must identify the sections of the Application that describe how it will complete the SOW using its own resources or provide a statement explaining how it will complete the SOW using its own resources. The Applicant must agree to comply with the following if requested by HHSC:

- provide evidence of sufficient Applicant staffing to meet the Application requirements;
- provide monthly payroll records showing the Applicants staff fully dedicated to the contract;
- allow HHSC to conduct an onsite review of company headquarters or work site where services are to be performed and,
- provide documentation proving employment of qualified personnel holding the necessary licenses and certificates required to perform the SOW.

#### **4.8 Post-award HSP Requirements**

The HSP shall be reviewed and evaluated prior to contract award and, if accepted, the finalized HSP will become part of the contract with the successful Applicant(s).

After contract award, HHSC will coordinate a post-award meeting with the successful Applicant to discuss HSP reporting requirements. The Contractor must maintain business records documenting compliance with the HSP and must submit monthly subcontract reports to HHSC by completing the HUB HSP [Prime Contractor Progress Assessment](#).

This monthly report is required as a condition for payment to report to the agency the identity and the amount paid to all subcontractors.

As a condition of award, the Contractor is required to send notification to all selected subcontractors as identified in the accepted/approved HSP. In addition, a copy of the notification must be provided to the agency's Contract Manager and/or HUB Program Office within 10 days of the contract award.

During the term of the contract, if the parties amend the contract to include a change to the SOW or add additional funding, HHSC will evaluate to determine the probability of additional subcontracting opportunities. When applicable, the Contractor must submit an HSP change request for HHSC review. The requirements for an HSP change request will be covered in the post-award meeting.

When making a change to an HSP, the Contractor will obtain prior written approval from HHSC before making any changes to the HSP. Proposed changes must comply with the HUB Program good faith effort requirements relating to the development and submission of a HSP.

If the Contractor decides to subcontract any part of the contract after the award, it must follow the good faith effort procedures outlined in Section 4.6 of this Application (e.g., divide work into reasonable lots, notify at least three (3) vendors per subcontracted area, provide written justification of the selection process, and/or participate in the Mentor Protégé Program).

For this reason, HHSC encourages Applicants to identify, as part of their HSP, multiple subcontractors who are able to perform the work in each area the Applicant plans to subcontract. Selecting additional subcontractors may help the selected Contractor make changes to its original HSP, when needed, and will allow HHSC to approve any necessary changes expeditiously.

Failure to meet the HSP and post-award requirements will constitute a breach of contract and will be subject to remedial actions. HHSC may also report noncompliance to the CPA in accordance with the provisions of the Vendor Performance and Debarment Program.

## **5. INFORMATION AND SUBMISSION INSTRUCTIONS**

### **5.1. Open Enrollment Cancellation/Partial Award/Non-Award**

At its sole discretion, HHSC may cancel this open enrollment, make partial award, or no awards.

### **5.2. Right to Reject Applications or Portions of Applications**

At its sole discretion, HHSC may reject any and all responses or portions thereof.

### **5.3. Joint Applications**

HHSC will not consider joint or collaborative responses that require it to contract with more than one Applicant in a single contract.

### **5.4. Withdrawal of Applications**

Applicants have the right to withdraw their Application from consideration at any time prior to Contract award, by submitting a written request for withdrawal to the HHSC Point of Contact, as designated in [subsection 1.2](#).

### **5.5. Costs Incurred**

Applicants understand that issuance of this open enrollment in no way constitutes a commitment by the HHS agency to award a Contract or to pay any costs incurred by an Applicant in the preparation of an Application in response to this open enrollment. The HHS agency is not liable for any costs incurred by an Applicant prior to issuance of, or entering into a formal agreement, Contract, or purchase order. Costs of developing applications, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by an Applicant are entirely the responsibility of the Applicant, and will not be reimbursed in any manner by the State of Texas.

### **5.6. Use of Subcontractors**

Subcontractors providing services under the contract shall meet the same requirements and level of experience as required of the Applicant. No subcontract under the contract shall relieve the Applicant of the responsibility for ensuring the requested services are provided. Applicants planning to subcontract all or a portion of the work to be performed shall identify the proposed subcontractors.

### **5.7. HUB Vendor Teleconference**

HHSC will hold a HUB vendor teleconference call on **June 2, 2016 at 9:00 A.M. (CST) to discuss HUB requirements and to review the HUB PowerPoint presentation posted as Package 2 on the Electronic State Business Daily ([ESBD](#)) and embedded below**. Please make a copy of the PowerPoint presentation for the teleconference call.

Teleconference information: **1-877-226-9790**, access code: **8802578#**. Vendor conference attendance is strongly recommended, but is not required.



## **5.8. Application Submission Instructions**

Applicant must submit two (2) paper copies and two (2) electronic copies of all required documents as scanned versions (.pdf) on separate portable media devices, such as flash drives or compact discs. These devices and their content must be compatible with Microsoft Office 2013. Applicants must ensure there are no encryptions on these devices, so as to prevent HHSC from opening the documents. **The electronic Application submission must be organized as directed in subsection 5.9 of this open enrollment.** If Applicant is having difficulty providing an electronic Application submission, contact the HHSC Point of Contact identified in [subsection 1.2](#) of this open enrollment for hard copy submittal accommodations.

Each media device must be labeled with the following information:

- Name of the Organization;
- Organization's point of contact;
- Organization's point of contact's job title;
- Organization's point of contact's telephone number and Email address;
- HHSC Procurement number of this open enrollment; and
- Date of submission

## **5.9. Organization of Electronic Submission of Application**

Applicant should organize its scanned and signed Application packets in the following order and format. Each electronic copy of the Application packet should include the following respective listed documents and the documents should be in the following order. As discussed in Section 2.1, an applicant that meets the initial screening criteria will not be entitled to receive a contract until all of the forms listed below are received by HHSC.

Completed Forms A-K

Form A: Face Page

Form A-1: Application Narrative

Form B: Table of Contents and Checklist

Form C: Texas Counties and Regions

Form D: Family Planning Program Contact Person Information

Form E: Family Planning Funding Request and Proposed Number of Unduplicated Clients

Form F: Budget Summary

Forms F1-F7: Budget Category Detail Forms

Form G: Family Planning Program Applicant Readiness

Form H: Family Planning Clinic Site Readiness

Form I: Family Planning Clinic Sites

Form J: Family Planning Services Profile Table

Form K: Family Planning Certification

Appendix I: Certifications and Other Required Forms

## 5.10. Delivery of Applications

**5.10.1.** Submit the Application to HHSC Procurement and Contracting Services (PCS) Division provided below. **All required documents must be received by PCS by the due date and time listed in the Procurement Schedule in [subsection 1.3](#) of this open enrollment.**

Delivery Option
Physical Address for Delivery (Operating Hours – 8:00 A.M. to 5:00 P.M.)
Health and Human Services Commission Attn: <b><i>Bid Coordinator</i></b> Procurement and Contracting Services Building 1100 W. 49 <sup>th</sup> St. Mail Code: 2020 Austin, Texas 78756

**5.10.2.** PCS will date and time-stamp all submissions when received. The clock in the PCS office is the official timepiece for determining compliance with the deadlines in this procurement. HHSC reserves the right to reject late submissions. It is the Applicant's responsibility to appropriately mark and deliver the Application to HHSC by the specified time and date. All Applications must be submitted by hand delivery, by courier, or by mail.

**5.10.3.** HHSC will not accept Applications by any other method of delivery (e.g., telephone, facsimile, or email).

**5.10.4.** All Applications become the property of HHSC after submission.

**5.10.5.** Submission of an Application does not execute a Contract.

## **6. ELIGIBILITY DETERMINATION**

### **6.1. Initial Compliance Screening**

HHSC will perform an initial screening of all Applications received.

If the Application passes the initial screening, the Applicant will be contacted for further instructions or actions.

### **6.2. Unresponsive Applications**

Unless Applicant has taken action to withdraw the Application for this open enrollment, an Application will be considered unresponsive and will not be considered further when any of the following conditions occurs:

**6.2.1.** The Applicant fails to meet major open enrollment specifications, including:

**6.2.1.1.** The Applicant fails to submit the required Application by the closing of the open enrollment period provided in subsection 1.3 of this open enrollment.

**6.2.1.2.** The Applicant is not eligible under [subsection 1.5](#) of this open enrollment.

**6.2.2.** The Application is not signed.

### **6.3. Corrections to Application**

Applicants have the right to amend their Application at any time prior to an unresponsive decision or Contract award decision by submitting a written amendment to the HHSC Point of Contact, as designated in [subsection 1.2](#). HHSC may request modifications to the Application at any time.

### **6.4. Additional Information**

By submitting an Application, the Applicant grants HHSC the right to obtain information from any lawful source regarding the Applicant's, its directors', officers', and employees:

**6.4.1.** Past business history, practices, and conduct;

**6.4.2.** Ability to supply the goods and services; and

**6.4.3.** Ability to comply with Contract requirements.

By submitting an Application, the Applicant generally releases from liability and waives all claims against any party providing HHSC information about the Applicant. HHSC may take such information into consideration in screening or the validation of information on Applications or supporting documentation.

## 6.5. Method of Allocation

Total funding available under this open enrollment is \$40,000,000.

The Family Planning Program funding awards will be distributed first to public entities that provide family planning services (that include state, county and local community health centers, Federally Qualified Health Centers, and clinics under the Baylor College of Medicine, then to non-public entities that provide comprehensive primary and preventive care as a part of their family planning services, and finally to non-public entities that provide family planning services but do not provide comprehensive primary and preventive care.

Funding award decisions will be based on available funds, a regional assessment of women at or below 200 percent of the Federal Poverty Level (FPL), Applicant readiness, and proposed number of Clients to be served by the Applicant. HHSC will give Applicants that utilize Community Health Workers and/or provide services in the identified underserved counties, priority in funding determinations. The underserved counties include: Bell, Cameron, Comal, Hays, Hidalgo, Hill, Lubbock, McLennan, Potter, Randall, Starr, Travis, Webb, Williamson, and Zapata.

REGION	Family Planning Program Funding
Texas, all Regions	\$40,000,000
Region 1	\$1,330,366
Region 2	\$802,141
Region 3	\$9,835,976
Region 4	\$1,699,500
Region 5	\$1,178,344
Region 6	\$9,264,794
Region 7	\$4,366,609
Region 8	\$4,168,212
Region 9	\$823,507
Region 10	\$1,744,224
Region 11	\$4,786,328

**NOTE:** During the term of the contract(s) awarded as a result of this open enrollment, HHSC reserves the right to distribute or redistribute funds in any manner HHSC deems necessary to ensure that the Family Planning Program does not severely limit or eliminate access to services to any region of the state.

## 7. GLOSSARY

TERM	DEFINITION
Affiliate	An individual or entity that has a legal relationship with another entity, which relationship is created or governed by at least one written instrument that demonstrates a common ownership, management, or control, a franchise, or the granting or extension of a license or other agreement that authorizes the entity to use the other entity's brand name, trademark, service mark, or other registered identification mark
Applicant	Any individual or entity that submits an application for Enrollment pursuant to this open Enrollment.
Application	An Application submitted by an Applicant in response to this Open Enrollment.
Client	An individual who has been screened and successfully completed the eligibility process for the Family Planning Program.
Community Health Worker	A person who, with or without compensation, is a liaison and provides cultural mediation between health care and social services and the community. A Community Health Worker (CHW) is a trusted member of the community who: has a close understanding of the ethnicity, language, socio-economic status, and life experiences of the community served; assists people gain access to needed services; and increases health knowledge and self-sufficiency through a range of activities such as outreach, client navigation and follow-up to community health education and information, informal counseling, social support, advocacy, and participation in clinical research. A Certified CHW is an individual with current certification as a Community Health Worker issued by the Department of State Health Services.
Elective Abortion	The intentional termination of a pregnancy by an attending physician who knows that the female is pregnant, using any means that is reasonably likely to cause the death of the fetus. The term does not include the use of any such means to terminate a pregnancy that resulted from an act of rape or incest; in a case in which a female suffers from a physical disorder, physical disability, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy, that would, as certified by a physician, place the female in danger of death or risk of substantial impairment of a major bodily function unless an abortion is performed; or in a case in which a fetus has a life-threatening physical condition that, in reasonable medical judgment, regardless of the provision of life-saving treatment, is incompatible with life outside the womb.
Family Planning Program	A state-funded program administered by HHSC to provide Family Planning Services to eligible females and males.

TERM	DEFINITION
Family Planning Services	Educational or medical activities that enable individuals to determine the number and spacing of their children and to select the means by which this may be achieved. These services include contraceptive services, pregnancy testing and counselling, health screenings, and sexually transmitted infection screening and services.
Federal Poverty Level (FPL)	The set minimum amount of income that a family needs for food, clothing, transportation, shelter, and other necessities. In the United States, this level is determined by the United States (U.S.) Department of Health and Human Services. FPL varies according to household size. Public assistance programs, such as Medicaid in the U.S., define eligibility income limits as some percentage of FPL.
Fee-For-Service	Payment mechanism for services that are reimbursed on an agreed rate per unit of service (also known as unit rate).
Health and Human Services Commission (HHSC)	The state agency that has oversight responsibilities for designated health and human services agencies, including DSHS, and administers certain health and human services programs including the Texas Medicaid Program, Children's Health Insurance Program (CHIP), and Medicaid waste, fraud, and abuse investigation
Healthy Texas Women Program (HTW Program)	HTW is a state-funded program administered by HHSC to provide eligible Uninsured women with Women's Health Services and Family Planning Services.
Indirect Costs	Costs incurred for a common or joint purpose benefiting more than one project or cost objective of Applicant's organization and not readily identified with a particular project or cost objective. Typical examples of Indirect Costs may include general administration and general expenses such as salaries and expenses of executive officers, personnel administration and accounting; depreciation or use allowances on buildings and equipment; and costs of operating and maintaining facilities. Refer to Budget Summary Instructions of this document for greater detail. Indirect cost should not exceed 15% of the total personnel cost.
Medicaid	Title XIX of the Social Security Act; reimburses for health care services delivered to low-income clients who meet eligibility guidelines.
Program Income	Monies collected directly by the contractor for services provided under the contract award. Program income includes Client co-pay fees, Client donations, and HHSC Family Planning Program Fee-For-Service reimbursements.
Promote	Advancing, advocating, or popularizing Elective Abortions.

TERM	DEFINITION
Readiness	A determination that Applicant has the specified attributes to support a given service, the ability to meet program and contractual requirements, and the capacity to achieve service levels based on services proposed to be provided with the funds awarded under a contract resulting from this procurement.
State Fiscal Year	The twelve-month period beginning September 1st and ending August 31st.
Texas Medicaid and Healthcare Partnership (TMHP)	The Texas Medicaid Claims and Primary Care Case Management (PCCM) Administrator.
Texas Women's Health Program (TWHP)	TWHP is a state-funded program administered by HHSC to provide eligible Uninsured women with Women's Health Services and Family Planning Services that is being replaced with the HTW Program.
Unduplicated Client	An HHSC Family Planning Program Client who is counted only one time during a State Fiscal Year, regardless of the number of visits, encounters, or services he/she receives (e.g., one client seen four times during the State Fiscal Year is counted as one Unduplicated Client).
Uninsured	Not having medical insurance or not enrolled in a medical assistance program, such as Medicaid.
Women's Health Services	Preventative health services that are beneficial to a woman's reproductive health including, but not limited to, vaccines and immunizations, breast cancer screening, cervical cancer screening and treatment, and gynecological services including cancer screening or repair of abnormalities.

## **8. Programmatic Acronyms**

ADA	Americans with Disabilities Act
CWH	Community Health Worker
CLIA	Clinical Laboratory Improvement Amendments
CPT	Current Procedural Terminology
FDA	Federal Drug Administration
FPL	Federal Poverty Level
HHSC	Health and Human Services Commission
HTW	Healthy Texas Women Program
NPI	National Provider Identifier
QA	Quality Assurance
QI	Quality Improvement
STD	Sexually Transmitted Disease
STI	Sexually Transmitted Infection
TMHP	Texas Medicaid Healthcare Partnership
TPI	Texas Provider Identifier
TWHP	Texas Women's Health Program

## **9. FORMS**

**The remainder of the page is intentionally left blank.**

**Texas Health and Human Services Commission – Family Planning FY17 Open Enrollment**  
**FORM A: FACE PAGE**

*This form requests basic information about the Applicant and project, including the signature of the authorized representative.  
The face page must be completed in its entirety.*

APPLICANT INFORMATION			
1) LEGAL BUSINESS NAME:			
2) MAILING Address Information (include mailing address, street, city, county, state and zip code):			
3) PAYEE Name and Mailing Address (if different from above):			
4) DUNS Number (9-digit):		5) Health and Human Service Region:	
6) Federal Tax ID No. (9 digit), State of Texas Comptroller Vendor ID No. (14 digit) or Social Security Number (9 digit):			
<i>*The Applicant acknowledges, understands and agrees that the Applicant's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.</i>			
7) TYPE OF ENTITY (check all that apply):			
<input type="checkbox"/> City	<input type="checkbox"/> Nonprofit Organization*	<input type="checkbox"/> Individual	
<input type="checkbox"/> County	<input type="checkbox"/> For Profit Organization*	<input type="checkbox"/> Federally Qualified Health Centers	
<input type="checkbox"/> Other Political Subdivision	<input type="checkbox"/> HUB Certified	<input type="checkbox"/> State Controlled Institution of Higher Learning	
<input type="checkbox"/> State Agency	<input type="checkbox"/> Community-Based Organization	<input type="checkbox"/> Hospital	
<input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Minority Organization	<input type="checkbox"/> Private	
	<input type="checkbox"/> Faith Based (Nonprofit Org)	<input type="checkbox"/> Other (specify): _____	
<i>*If incorporated, provide 10-digit charter number assigned by Secretary of State:</i>			
8) BUDGET PERIOD:		Start Date: July 1, 2016	End Date: August 31, 2017
9) COUNTIES SERVED BY FAMILY PLANNING PROJECT: (complete Form C: Texas Counties and Regions)			
10) PRIMARY PLACE OF SERVICES PROVIDED:			
11) TOTAL FUNDING REQUESTED:		13) FAMILY PLANNING (FP) PRIMARY CONTACT PERSON	
Fee for Service:	Categorical:		
12) PROJECTED EXPENDITURES		14) FINANCIAL OFFICER	
<p>Does Applicant's projected federal expenditures exceed \$500,000, or its projected state expenditures exceed \$500,000, for Applicant's <u>current fiscal year</u> (excluding amount requested in line 9 above)? **</p> <p align="center">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>**Projected expenditures should include anticipated expenditures under all federal grants including "pass through" federal funds from all state agencies, or all anticipated expenditures under state grants, as applicable.</i></p>			
<p>The facts affirmed by me in this proposal are truthful and I warrant the Applicant is in compliance with the assurances and certifications contained in <b>APPENDIX I: HHSC Assurances and Certifications</b>. I understand the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the Applicant and I (the person signing below) am authorized to represent the Applicant.</p>			
15) AUTHORIZED REPRESENTATIVE		16) SIGNATURE OF AUTHORIZED REPRESENTATIVE	
		17) DATE	
<p>Name:</p> <p>Title:</p> <p>Phone:</p> <p>Fax:</p> <p>Email:</p>			

## FORM A: FACE PAGE INSTRUCTIONS

This form provides basic information about the Applicant and the proposed project with the Texas Health and Human Services Commission (HHSC), including the signature of the authorized representative. It is required to be completed. Signature affirms the facts contained in the Applicant's response are truthful and the Applicant is in compliance with the assurances and certifications contained in **APPENDIX I: HHSC Assurances and Certifications**, acknowledges that continued compliance is a condition for the award of a contract. Please follow the instructions below to complete the face page form and return with the Applicant's proposal.

- 1) **LEGAL BUSINESS NAME** - Enter the legal name of the Applicant.
- 2) **MAILING ADDRESS INFORMATION** - Enter the Applicant's complete physical and mailing address, city, county, state, and zip code.
- 3) **PAYEE NAME AND MAILING ADDRESS** - Payee – Entity involved in a contractual relationship with Applicant to receive payment for services rendered by Applicant and to maintain the accounting records for the contract; i.e., fiscal agent. Enter the PAYEE's name and mailing address if PAYEE is different from the Applicant. The PAYEE is the corporation, entity or vendor who will be receiving payments.
- 4) **DUNS NUMBER** – 9 digit Dun and Bradstreet Data Universal Numbering System (DUNS) number. This can be obtained at: <http://fedgov.dnb.com/webform>
- 5) **HEALTH AND HUMAN SERVICE REGION** – Enter contractor's Health and Human Service Region. A map of all HHSC regions may be accessed at the following link: [http://www.hhsc.state.tx.us/about\\_hhsc/Regions/](http://www.hhsc.state.tx.us/about_hhsc/Regions/).
- 6) **FEDERAL TAX ID / STATE OF TEXAS COMPTROLLER VENDOR ID / SOCIAL SECURITY NUMBER** - Enter the Federal Tax Identification Number (9-digit) or the Vendor Identification Number assigned by the Texas State Comptroller (14-digit). \*The Applicant acknowledges, understands and agrees the Applicant's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.
- 7) **TYPE OF ENTITY** - Check the type of entity as defined by the Secretary of State at <http://www.sos.state.tx.us/corp/businessstructure.shtml>, [http://www.sos.state.tx.us/corp/nonprofit\\_org.shtml](http://www.sos.state.tx.us/corp/nonprofit_org.shtml), and/or the Texas State Comptroller at [https://fm.xcpa.state.tx.us/fmx/pubs/tins/tinsguide/2009-04/TINS\\_Guide\\_0409.pdf](https://fm.xcpa.state.tx.us/fmx/pubs/tins/tinsguide/2009-04/TINS_Guide_0409.pdf). Check all other boxes that describe the entity.
- 8) **BUDGET PERIOD** - Enter the budget period for this proposal. Budget period is defined in the Open Enrollment solicitation.
- 9) **COUNTIES SERVED BY FAMILY PLANNING PROJECT** - List the proposed counties served by the project and complete Form C: Texas Counties and Regions.
- 10) **PRIMARY PLACE OF SERVICES PROVIDED** – Enter the primary city, state, and 9-character zip code in which the Family Planning Services will be performed. If the services will be performed in multiple places, list the information for the place that will receive the greatest benefit from these funds.
- 11) **TOTAL FUNDING REQUESTED** - Enter the total amount of funding requested from HHSC for proposed project activities. The total funding amount requested must match the total amount requested on the Budget Summary Form (Form F).
- 12) **PROJECTED EXPENDITURES** - If Applicant's projected federal expenditures exceed \$500,000 or its projected state expenditures exceed \$500,000 for Applicant's current fiscal year, Applicant must arrange for a financial compliance audit (Single Audit).
- 13) **FAMILY PLANNING PRIMARY CONTACT PERSON** - Enter the name, phone, fax, and email address of the person responsible for the proposed project.
- 14) **FINANCIAL OFFICER** - Enter the name, phone, fax, and email address of the person responsible for the financial aspects of the proposed project.
- 15) **AUTHORIZED REPRESENTATIVE** - Enter the name, title, phone, fax, and email address of the person authorized to represent the Applicant.
- 16) **SIGNATURE OF AUTHORIZED REPRESENTATIVE** - The person authorized to represent the Applicant must sign in this blank.
- 17) **DATE** - Enter the date the authorized representative signed this form.

**Form A-1 -- APPLICATION NARRATIVE**

1. Provide the job descriptions (including specific duties) for the following key employees in the space provided:

➤ Quality Assurance/Quality Improvement personnel:

➤ Eligibility Staff:

➤ Data Collection Staff:

➤ Billing Staff:

2. In the space provided, Applicant must provide a summary of how it will ensure compliance with the Program Requirements contained in Section 2 of this open enrollment:

3. If an Applicant will subcontract any of the required (or optional) services, the Applicant must describe, in the space provided below how it will:
- a. develop, negotiate, and administer the subcontracts;
  - b. provide training and technical assistance to subcontractors on all aspects of service delivery and administration;
  - c. monitor subcontractors' programmatic performance, including professional and clinical services; and
  - d. monitor subcontractors' quality assurance/quality improvement.

4. Applicants must provide in the space provided the following information related to its Family Planning Program promotion plan:
  - a. a description of the Applicant's Family Planning Program promotion plan for the contract period July 1, 2016 through August 31, 2017;
  - b. a description of the Applicant's implementation and evaluation strategy(ies); and
  - c. a description of the Applicant's Family Planning Program promotion collaborative efforts carried out in conjunction with other health care providers or social service agencies in the proposed service area. Applicant must include a description of the outreach plan and strategies for marketing the program to the community.

5. Applicant must describe in the space provided how it will design, implement, and monitor Family Planning Program funds in order to ensure the provision of Family Planning and other support services to Clients throughout the duration of the contract.

6. Applicant must describe in the space provided its internal Quality Assurance/Quality Improvement management and processes utilized to monitor services provided under the contract resulting from this open enrollment.

7. Provide a copy of the current and valid Texas medical license for the Medical Director that will oversee Applicant's provision of Family Planning Services;
8. Provide resumes for the following key employees:
  - a. Medical Director;
  - b. Program Director;
  - c. Clinical Director/Supervisor.
9. Applicants must fill out all the Program Forms and Contract Forms identified in Section 5.9 of this open enrollment.

## FORM B: TABLE OF CONTENTS AND CHECKLIST

**Legal Business Name:** \_\_\_\_\_

In coordination with the requirements of **Section 5.9 Organization of Electronic Submission of Application**, this form is provided to ensure Applicants submit the required forms.

FORMS	DESCRIPTION	Included	Page #
<b>A</b>	Face Page	<input type="checkbox"/>	
<b>A-1</b>	Application Narrative	<input type="checkbox"/>	
<b>B</b>	Table of Contents and Checklist	<input type="checkbox"/>	
<b>C</b>	Texas Counties and Regions	<input type="checkbox"/>	
<b>D</b>	Family Planning Program Contact Information	<input type="checkbox"/>	
<b>E</b>	Family Planning Funding Request and Proposed Number of Unduplicated Clients	<input type="checkbox"/>	
<b>F</b>	Budget Summary	<input type="checkbox"/>	
<b>F-1 – F-7</b>	Budget Category Detail Forms	<input type="checkbox"/>	
<b>G</b>	Family Planning Program Applicant Readiness	<input type="checkbox"/>	
<b>H</b>	Family Planning Clinic Sites Readiness	<input type="checkbox"/>	
<b>I</b>	Family Planning Program Clinic Sites	<input type="checkbox"/>	
<b>J</b>	Family Planning Services Profile Table	<input type="checkbox"/>	
<b>K</b>	Family Planning Certification	<input type="checkbox"/>	
<b>Appendix I</b>	Certifications and Other Required Forms:  Form 1: Child Support Certification Form 2: Debarment, Suspension, Ineligibility, ...Certification Form 3: Federal Lobbying Certification Form 4: Required Certifications Form 5: Respondent Information and Disclosures Form 6: Anti-Trust Certification Form 7: HUB Subcontracting Plan (HSP) Form 8: Security and Privacy Initial Inquiry (SPI)	<input type="checkbox"/>	

**FORM C: TEXAS COUNTIES AND REGIONS**

**Legal Business Name:**

Applicant must identify the counties in which it proposes to provide the services required under this enrollment by placing a checkmark or an X in the respective county(ies) box(es).

Counties	<input type="checkbox"/>	R	Counties	<input type="checkbox"/>	R	Counties	<input type="checkbox"/>	R	Counties	<input type="checkbox"/>	R	Counties	<input type="checkbox"/>	R
<b>-A-</b>			Crosby	<input type="checkbox"/>	01	Hays	<input type="checkbox"/>	07	Martin	<input type="checkbox"/>	09	Schleicher	<input type="checkbox"/>	09
Anderson	<input type="checkbox"/>	04	Culberson	<input type="checkbox"/>	10	Hemphill	<input type="checkbox"/>	01	Mason	<input type="checkbox"/>	09	Scurry	<input type="checkbox"/>	02
Andrews	<input type="checkbox"/>	09	<b>-D-</b>			Henderson	<input type="checkbox"/>	04	Matagorda	<input type="checkbox"/>	06	Shackelford	<input type="checkbox"/>	02
Angelina	<input type="checkbox"/>	05	Dallam	<input type="checkbox"/>	01	Hidalgo	<input type="checkbox"/>	11	Maverick	<input type="checkbox"/>	08	Shelby	<input type="checkbox"/>	05
Aransas	<input type="checkbox"/>	11	Dallas	<input type="checkbox"/>	03	Hill	<input type="checkbox"/>	07	McCulloch	<input type="checkbox"/>	09	Sherman	<input type="checkbox"/>	01
Archer	<input type="checkbox"/>	02	Dawson	<input type="checkbox"/>	09	Hockley	<input type="checkbox"/>	01	McLennan	<input type="checkbox"/>	07	Smith	<input type="checkbox"/>	04
Armstrong	<input type="checkbox"/>	01	Deaf Smith	<input type="checkbox"/>	01	Hood	<input type="checkbox"/>	03	McMullen	<input type="checkbox"/>	11	Somervell	<input type="checkbox"/>	03
Atascosa	<input type="checkbox"/>	08	Delta	<input type="checkbox"/>	04	Hopkins	<input type="checkbox"/>	04	Medina	<input type="checkbox"/>	08	Starr	<input type="checkbox"/>	11
Austin	<input type="checkbox"/>	06	Denton	<input type="checkbox"/>	03	Houston	<input type="checkbox"/>	05	Menard	<input type="checkbox"/>	09	Stephens	<input type="checkbox"/>	02
<b>-B-</b>			DeWitt	<input type="checkbox"/>	08	Howard	<input type="checkbox"/>	09	Midland	<input type="checkbox"/>	09	Sterling	<input type="checkbox"/>	09
Bailey	<input type="checkbox"/>	01	Dickens	<input type="checkbox"/>	01	Hudspeth	<input type="checkbox"/>	10	Milam	<input type="checkbox"/>	07	Stonewall	<input type="checkbox"/>	02
Bandera	<input type="checkbox"/>	08	Dimmit	<input type="checkbox"/>	08	Hunt	<input type="checkbox"/>	03	Mills	<input type="checkbox"/>	07	Sutton	<input type="checkbox"/>	09
Bastrop	<input type="checkbox"/>	07	Donley	<input type="checkbox"/>	01	Hutchinson	<input type="checkbox"/>	01	Mitchell	<input type="checkbox"/>	02	Swisher	<input type="checkbox"/>	01
Baylor	<input type="checkbox"/>	02	Duval	<input type="checkbox"/>	11	<b>-I-</b>			Montague	<input type="checkbox"/>	02	<b>-T-</b>		
Bee	<input type="checkbox"/>	11	<b>-E-</b>			Irion	<input type="checkbox"/>	09	Montgomery	<input type="checkbox"/>	06	Tarrant	<input type="checkbox"/>	03
Bell	<input type="checkbox"/>	07	Eastland	<input type="checkbox"/>	02	<b>-J-</b>			Moore	<input type="checkbox"/>	01	Taylor	<input type="checkbox"/>	02
Bexar	<input type="checkbox"/>	08	Ector	<input type="checkbox"/>	09	Jack	<input type="checkbox"/>	02	Morris	<input type="checkbox"/>	04	Terrell	<input type="checkbox"/>	09
Blanco	<input type="checkbox"/>	07	Edwards	<input type="checkbox"/>	08	Jackson	<input type="checkbox"/>	08	Motley	<input type="checkbox"/>	01	Terry	<input type="checkbox"/>	01
Borden	<input type="checkbox"/>	09	Ellis	<input type="checkbox"/>	03	Jasper	<input type="checkbox"/>	05	<b>-N-</b>			Throckmorton	<input type="checkbox"/>	02
Bosque	<input type="checkbox"/>	07	El Paso	<input type="checkbox"/>	10	Jeff Davis	<input type="checkbox"/>	10	Nacogdoches	<input type="checkbox"/>	05	Titus	<input type="checkbox"/>	04
Bowie	<input type="checkbox"/>	04	Erath	<input type="checkbox"/>	03	Jefferson	<input type="checkbox"/>	05	Navarro	<input type="checkbox"/>	03	Tom Green	<input type="checkbox"/>	09
Brazoria	<input type="checkbox"/>	06	<b>-F-</b>			Jim Hogg	<input type="checkbox"/>	11	Newton	<input type="checkbox"/>	05	Travis	<input type="checkbox"/>	07
Brazos	<input type="checkbox"/>	07	Falls	<input type="checkbox"/>	07	Jim Wells	<input type="checkbox"/>	11	Nolan	<input type="checkbox"/>	02	Trinity	<input type="checkbox"/>	05
Brewster	<input type="checkbox"/>	10	Fannin	<input type="checkbox"/>	03	Johnson	<input type="checkbox"/>	03	Nueces	<input type="checkbox"/>	11	Tyler	<input type="checkbox"/>	05
Briscoe	<input type="checkbox"/>	01	Fayette	<input type="checkbox"/>	07	Jones	<input type="checkbox"/>	02	<b>-O-</b>			<b>-U-</b>		
Brooks	<input type="checkbox"/>	11	Fisher	<input type="checkbox"/>	02	<b>-K-</b>			Ochiltree	<input type="checkbox"/>	01	Upshur	<input type="checkbox"/>	04
Brown	<input type="checkbox"/>	02	Floyd	<input type="checkbox"/>	01	Karnes	<input type="checkbox"/>	08	Oldham	<input type="checkbox"/>	01	Upton	<input type="checkbox"/>	09
Burleson	<input type="checkbox"/>	07	Foard	<input type="checkbox"/>	02	Kaufman	<input type="checkbox"/>	03	Orange	<input type="checkbox"/>	05	Uvalde	<input type="checkbox"/>	08
Burnet	<input type="checkbox"/>	07	Fort Bend	<input type="checkbox"/>	06	Kendall	<input type="checkbox"/>	08	<b>-P-</b>			<b>-V-</b>		
<b>-C-</b>			Franklin	<input type="checkbox"/>	04	Kenedy	<input type="checkbox"/>	11	Palo Pinto	<input type="checkbox"/>	03	Val Verde	<input type="checkbox"/>	08
Caldwell	<input type="checkbox"/>	07	Freestone	<input type="checkbox"/>	07	Kent	<input type="checkbox"/>	02	Panola	<input type="checkbox"/>	04	Van Zandt	<input type="checkbox"/>	04
Calhoun	<input type="checkbox"/>	08	Frio	<input type="checkbox"/>	08	Kerr	<input type="checkbox"/>	08	Parker	<input type="checkbox"/>	03	Victoria	<input type="checkbox"/>	08
Callahan	<input type="checkbox"/>	02	<b>-G-</b>			Kimble	<input type="checkbox"/>	09	Parmer	<input type="checkbox"/>	01	<b>-W-</b>		
Cameron	<input type="checkbox"/>	11	Gaines	<input type="checkbox"/>	09	King	<input type="checkbox"/>	01	Pecos	<input type="checkbox"/>	09	Walker	<input type="checkbox"/>	06
Camp	<input type="checkbox"/>	04	Galveston	<input type="checkbox"/>	06	Kinney	<input type="checkbox"/>	08	Polk	<input type="checkbox"/>	05	Waller	<input type="checkbox"/>	06
Carson	<input type="checkbox"/>	01	Garza	<input type="checkbox"/>	01	Kleberg	<input type="checkbox"/>	11	Potter	<input type="checkbox"/>	01	Ward	<input type="checkbox"/>	09
Cass	<input type="checkbox"/>	04	Gillespie	<input type="checkbox"/>	08	Knox	<input type="checkbox"/>	02	Presidio	<input type="checkbox"/>	10	Washington	<input type="checkbox"/>	07
Castro	<input type="checkbox"/>	01	Glasscock	<input type="checkbox"/>	09	<b>-L-</b>			<b>-R-</b>			Webb	<input type="checkbox"/>	11
Chambers	<input type="checkbox"/>	06	Goliad	<input type="checkbox"/>	08	Lamar	<input type="checkbox"/>	04	Rains	<input type="checkbox"/>	04	Wharton	<input type="checkbox"/>	06
Cherokee	<input type="checkbox"/>	04	Gonzales	<input type="checkbox"/>	08	Lamb	<input type="checkbox"/>	01	Randall	<input type="checkbox"/>	01	Wheeler	<input type="checkbox"/>	01
Childress	<input type="checkbox"/>	01	Gray	<input type="checkbox"/>	01	Lampasas	<input type="checkbox"/>	07	Reagan	<input type="checkbox"/>	09	Wichita	<input type="checkbox"/>	02
Clay	<input type="checkbox"/>	02	Grayson	<input type="checkbox"/>	03	La Salle	<input type="checkbox"/>	08	Real	<input type="checkbox"/>	08	Wilbarger	<input type="checkbox"/>	02
Cochran	<input type="checkbox"/>	01	Gregg	<input type="checkbox"/>	04	Lavaca	<input type="checkbox"/>	08	Red River	<input type="checkbox"/>	04	Willacy	<input type="checkbox"/>	11
Coke	<input type="checkbox"/>	09	Grimes	<input type="checkbox"/>	07	Lee	<input type="checkbox"/>	07	Reeves	<input type="checkbox"/>	09	Williamson	<input type="checkbox"/>	07
Coleman	<input type="checkbox"/>	02	Guadalupe	<input type="checkbox"/>	08	Leon	<input type="checkbox"/>	07	Refugio	<input type="checkbox"/>	11	Wilson	<input type="checkbox"/>	08
Collin	<input type="checkbox"/>	03	<b>-H-</b>			Liberty	<input type="checkbox"/>	06	Roberts	<input type="checkbox"/>	01	Winkler	<input type="checkbox"/>	09
Collingsworth	<input type="checkbox"/>	01	Hale	<input type="checkbox"/>	01	Limestone	<input type="checkbox"/>	07	Robertson	<input type="checkbox"/>	07	Wise	<input type="checkbox"/>	03
Colorado	<input type="checkbox"/>	06	Hall	<input type="checkbox"/>	01	Lipscomb	<input type="checkbox"/>	01	Rockwall	<input type="checkbox"/>	03	Wood	<input type="checkbox"/>	04
Comal	<input type="checkbox"/>	08	Hamilton	<input type="checkbox"/>	07	Live Oak	<input type="checkbox"/>	11	Runnels	<input type="checkbox"/>	02	<b>-Y-</b>		
Comanche	<input type="checkbox"/>	02	Hansford	<input type="checkbox"/>	01	Llano	<input type="checkbox"/>	07	Rusk	<input type="checkbox"/>	04	Yoakum	<input type="checkbox"/>	01
Concho	<input type="checkbox"/>	09	Hardeman	<input type="checkbox"/>	02	Loving	<input type="checkbox"/>	09	<b>-S-</b>			Young	<input type="checkbox"/>	02
Cooke	<input type="checkbox"/>	03	Hardin	<input type="checkbox"/>	05	Lubbock	<input type="checkbox"/>	01	Sabine	<input type="checkbox"/>	05	<b>-Z-</b>		
Coryell	<input type="checkbox"/>	07	Harris	<input type="checkbox"/>	06	Lynn	<input type="checkbox"/>	01	San Augustine	<input type="checkbox"/>	05	Zapata	<input type="checkbox"/>	11
Cottle	<input type="checkbox"/>	02	Harrison	<input type="checkbox"/>	04	<b>-M-</b>			San Jacinto	<input type="checkbox"/>	05	Zavala	<input type="checkbox"/>	08
Crane	<input type="checkbox"/>	09	Hartley	<input type="checkbox"/>	01	Madison	<input type="checkbox"/>	07	San Patricio	<input type="checkbox"/>	11			
Crockett	<input type="checkbox"/>	09	Haskell	<input type="checkbox"/>	02	Marion	<input type="checkbox"/>	04	San Saba	<input type="checkbox"/>	07			

## FORM D: FAMILY PLANNING PROGRAM CONTACT PERSON INFORMATION

**Legal Business Name:** \_\_\_\_\_

- This form provides information about the appropriate contacts in the Applicant's organization.
- Mark N/A if a contact does not apply to your agency.
- ALL phone numbers should be a direct line to the designated individual.
- If any of the following information changes during the term of the contract, please send written notification to the program.

Contacts	
<i>Billing Contact</i>	
Last Name:	Last Name:
First Name:	First Name:
Salutation:	Salutation:
Title:	Title:
Email:	Email:
Phone:	Phone:
<i>Executive Director</i>	
Last Name:	Last Name:
First Name:	First Name:
Salutation:	Salutation:
Title:	Title:
Email:	Email:
Phone:	Phone:
<i>Financial Director</i>	
Last Name:	Last Name:
First Name:	First Name:
Salutation:	Salutation:
Title:	Title:
Email:	Email:
Phone:	Phone:
<i>Medical Director</i>	
Last Name:	Last Name:
First Name:	First Name:
Salutation:	Salutation:
Title:	Title:
Email:	Email:
Phone:	Phone:
<i>Primary Program Contact</i>	
Last Name:	Last Name:
First Name:	First Name:
Salutation:	Salutation:
Title:	Title:
Email:	Email:
Phone:	Phone:
<i>Quality Assurance Contact</i>	
Last Name:	Last Name:
First Name:	First Name:
Salutation:	Salutation:
Title:	Title:
Email:	Email:
Phone:	Phone:

## FORM E: FAMILY PLANNING PROGRAM FUNDING REQUEST & PROPOSED NUMBER OF UNDUPLICATED CLIENTS

**Legal Business Name:** \_\_\_\_\_

Family Planning Program contractors may seek reimbursement for project costs using the following methods:

- A. Contractors will be reimbursed using the Fee-For-Service reimbursement method by submitting claims to TMHP for direct clinical care services provided to Clients, which will then be paid by HHSC; and
- B. Contractors may seek cost reimbursement for services that enhance the Fee-For-Service services provided to Clients by submitting monthly vouchers for expenses detailed in the categorical budget attached to a contractor's contract.

**NOTE:** Applicants may request up to 100% of their total funding request to be reimbursed through the Fee-For-Service reimbursement method or Applicants may request a portion of their funding request to be reimbursed on a cost reimbursement basis in addition to the Fee-For-Service reimbursement method. However, the cost reimbursement amount requested may not exceed 50% of Applicant's total proposed funding request and ultimately, its funding award.

Enter the amount of funds requested in the boxes below:

Fee-for-Service Amount	
Cost Reimbursement Amount	
<b>Total Amount</b>	

The number of Unduplicated Clients an Applicant intends to serve through the Family Planning Program will be used to assess, in part, the Applicant's effectiveness in providing the proposed services under the contract resulting from this open enrollment. This number is the estimated total number of Unduplicated Clients to whom the Applicant will provide services at the proposed clinic sites. This total should be an estimate of the number of Unduplicated Clients the Applicant proposes to serve at the Family Planning Program clinic sites included in its application. Use the following average cost per Client OR submit an explanation of the average used by the agency: **\$285.00.**

Enter the estimated number of Unduplicated Clients to be served during the term of the contract, categorized by State Fiscal Year in the table below.

Period of Time	Proposed Number of Unduplicated Clients
July 1, 2016 – August 31, 2016 -- FY'16	
September 1, 2016 – August 31, 2017 -- FY'17	
<b>Total Number</b>	

Applicants must provide an explanation/justification if the average cost per Client exceeds the statewide average of \$285.

**FORM F: BUDGET GUIDANCE**  
**F1-F7: Budget Category Detail Forms (Excel attached)**

---

**Legal Business Name:** \_\_\_\_\_

Applicants must complete the following forms, as applicable to the Applicant's funding request as indicated on Form E:

- A. Fee-For-Service funding request ONLY
  - 1. No budget forms to complete
- B. Fee-For-Service AND Cost Reimbursement funding request
  - 1. Budget Forms F and F-1 through F-7

The forms are posted as a separate Excel file on the Electronic State Business Daily (ESBD) for downloading and completion. Instructions for completing these forms are included with the Excel file. Applicants proposing to use only the Fee-For-Service reimbursement method are not required to complete budget forms.

Indirect Costs must not exceed 15% of the total personnel cost.

To assist in estimating the amount of Program Income generated through the Family Planning Program Fee-For-Service reimbursements, Applicant should consult the proposed Family Planning Program benefits package in Appendices A and B.

Contractors are required to participate in all HHSC-required Family Planning Program trainings. The contractor may attend in person or participate remotely. In the event the contractor would like to attend physically, they may include associated travel in their budget requests.

All equipment purchased with cost reimbursement funds must be purchased within the first quarter of the contract and approved by HHSC.

**Form F: Budget Summary Worksheet**

Column 1: Totals must be filled using budget category details forms (individual worksheets contained in budget spreadsheet). This must include the Applicant's proposed Family Planning Program funding request plus any co-pays the Applicant anticipates collecting from eligible Clients.

Columns 2 & 3: Distribute the total amount in Column 1 manually between Columns 2 & 3 for each budget category.

## FORM G: FAMILY PLANNING PROGRAM APPLICANT READINESS

**Legal Business Name:** \_\_\_\_\_

Check Yes or No:

1. Program Administration and Management	Yes	No
a. As part of this Application, did your agency provide job descriptions that include specific duties for the key employees related to the Family Planning Program? <ul style="list-style-type: none"> <li>• QA/QI personnel</li> <li>• Eligibility staff</li> <li>• Data collection staff</li> <li>• Billing staff</li> </ul>		
b. As part of this Application, did your agency provide resumes for the following key employees related to the Family Planning Program? <ul style="list-style-type: none"> <li>• Medical Director</li> <li>• Program Director</li> <li>• Clinical Director/Supervisor</li> </ul>		
c. Does your agency have experience providing comprehensive primary and preventive health care (i.e., prevention, screening, diagnostic, treatment services, and appropriate referral)?		
d. Is your agency a public entity that provides Family Planning Services including state, county, and local community health centers, Federally Qualified Health Centers, and clinics under the Baylor College of Medicine?		
e. Is your agency a non-public entity that provides comprehensive primary and preventive care as a part of Family Planning Services?		
f. Is your agency non-public entity that provides Family Planning Services but does not provide comprehensive primary and preventive care?		
g. Is your agency a current certified Texas Women's Health Program provider?		
<b>2. Service Delivery</b>		
a. Does your agency have staff available to determine eligibility?		
<b>3. Partnerships/Subcontracting</b>		
a. Does your agency plan to subcontract any of the required or optional services?		
<b>4. Data Collection and Billing Systems</b>		
a. Does your agency have a billing system and/or process to submit Fee-For-Service claims to the Texas Medicaid Healthcare Partnership (the Texas Medicaid Provider Procedures Manual provides detailed claims submission information and can be accessed on the TMHP website at: <a href="http://www.tmhp.com">http://www.tmhp.com</a> )?		
<b>5. Use of Community Health Workers</b>		
a. Does your agency currently employ or plan to employ Community Health Workers for community outreach, education, or other client service activities?		

If No is marked for any of the above, please explain:

## FORM H: FAMILY PLANNING PROGRAM CLINIC SITE READINESS

**Legal Business Name:**

Clinic Site # of

Complete one form for every clinic site that will provide Family Planning Program Services funded through this open enrollment. Please complete the form by marking yes for no for each of the items listed below:

	Yes	No
Is there appropriate signage to identify funded entity?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate space for clinical and administrative staff?	<input type="checkbox"/>	<input type="checkbox"/>
Are Family Planning Services provided under the purview of a Medical Director licensed in the state of Texas?	<input type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have at least a Class D pharmacy license (or have applied for license)?	<input type="checkbox"/>	<input type="checkbox"/>
Are the required contraceptives available on-site?	<input type="checkbox"/>	<input type="checkbox"/>
Is there locked storage to protect confidential medical records, medications, and medical supplies?	<input type="checkbox"/>	<input type="checkbox"/>
Is there proper disposal for medical waste?	<input type="checkbox"/>	<input type="checkbox"/>
Is there CLIA certification for level of tests performed?	<input type="checkbox"/>	<input type="checkbox"/>
Is the clinic site in compliance with accessibility guidelines for persons with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is the clinic site geographically close to the target population?	<input type="checkbox"/>	<input type="checkbox"/>
Are the clinic site appointment hours convenient enough to meet the clients' needs?	<input type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have clean exam rooms where services are delivered?	<input type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have adequate space for Client intake?	<input type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have adequate space for Clients to wait for their appointments?	<input type="checkbox"/>	<input type="checkbox"/>
Is there appropriate resources for and use of interpreter services and language translation?	<input type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have financial management systems that include secure data storage?	<input type="checkbox"/>	<input type="checkbox"/>
Are there appropriate emergency policies, procedures, and supplies, as applicable?	<input type="checkbox"/>	<input type="checkbox"/>
If any of the above requirements are not currently in place, can they be in place by the contract award date?	<input type="checkbox"/>	<input type="checkbox"/>

If No is marked for any of the above, please explain:

[illegible]

## FORM I: FAMILY PLANNING PROGRAM CLINIC SITES

Complete a **separate clinic form for each clinic site that will provide Family Planning Program services funded through this open enrollment.** Each clinic form must contain current and accurate information.

<b>HEADER INFORMATION:</b>	
Legal Name of Applicant	Applicant's legal name.
Clinic Site # ____ of ____	Example: Clinic Site #1 of 5 for the first clinic site out of five clinic sites, Clinic Site #2 of 5 for the second clinic site of five, etc.
<b>CLINIC SITE INFORMATION:</b>	
Clinic Name	State the name of the clinic as it will appear on the online clinic locator. The name should be recognizable to Clients.
Street Address	Physical address of clinic. (Do not enter a P.O. box)
Suite	Indicate clinic suite number, if applicable.
City/County/Zip Code	City, county and zip code of clinic.
HHSR	Health and Human Service Region where clinic is located.
Clinic APPOINTMENT Phone #	Phone number to make an appointment at clinic.
Clinic PRIMARY Phone #	Primary phone number for the clinic site.
Fax	Fax number for the clinic.
Service Area	List counties served by the specific clinic site.
Contact Person	Name of contact person for that clinic site.
Pharmacy License #	Current pharmacy license number for the clinic.
Class	Indicate class of pharmacy license (e.g., class D, A, etc.)
Date of Pharmacy License Application Submission	If no current pharmacy license number is available, enter date the pharmacy license application submitted
TPI#	Texas Provider Identifier # for the clinic, or date application submitted. Enter the TPI# that the clinic will use to bill TMHP for HHSC Family Planning Program services.
NPI#	National Provider Identifier # for the clinic, or date application submitted.
Subcontractor Site	Indicate whether or not the clinic site is a subcontractor site.
Mobile Site	Indicate whether or not the clinic site is a mobile site.
<b>CLINIC HOURS AND SERVICES:</b>	
Hours of Operation	List the operating hours of each clinic site for each day of the week by morning (e.g., 8am – 12pm), afternoon (12pm – 5pm), and evening hours (after 5pm). Indicate days of the week when the clinic is closed (e.g., Tuesday – closed).

**FORM I: FAMILY PLANNING PROGRAM CLINIC SITES**

**Legal Business Name:** \_\_\_\_\_ **Clinic Site #** \_\_ **of** \_\_

**CLINIC SITE INFORMATION:** Complete this form for **EACH** clinic site that will provide Family Planning Program services funded under this enrollment.

Clinic Name:			
Street Address:			Suite:
City:	County:	Zip Code:	HHSR:
Clinic APPOINTMENT Phone #:			
Clinic PRIMARY Phone #:		Fax:	
Service Area (counties to be served by this clinic site):			
Contact Person:			
Pharmacy License #:	Class:	Date of Pharmacy License Application Submission:	
TPI#:		NPI #:	
Date of Medicaid Application Submission(if no TPI# or NPI#):			
Subcontractor Site: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Mobile Site: <input type="checkbox"/> Yes <input type="checkbox"/> No			

**CLINIC HOURS**

DAY	HOURS OF OPERATION					
	Morning		Afternoon		Evening (after 5pm)	
	From	To	From	To	From	To
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

## FORM J: SERVICES PROFILE TABLE

**Legal Business Name:** \_\_\_\_\_

Fill out this form **for each clinic site** for which a Family Planning Program Clinic Site (Form I) was completed. Indicate how each supply or service is provided to clients. If a supply or service will not be provided, an explanation must be included.

**Note:** All FDA-approved methods of contraception (with the exception of emergency contraception) must be made available to the client, either directly or by referral to another provider of contraceptive services, at the fee that would be charged if the method or service were provided on-site.

Applicants must offer the full range of available contraception methods, either on-site or by referral. At a minimum, the following services must be available to clients on-site:

- Anti-infectives for the treatment of STIs/STDs;
- Barrier methods and spermicides;
- Injectable hormonal contraceptive;
- Oral contraceptives;
- Sexual abstinence education and counseling; and
- Transdermal hormonal contraceptive (patch) or vaginal hormonal contraceptive (ring).

<b>Clinic Name:</b>	<b>Clinic Site #</b> ____ <b>of</b> ____
---------------------	--

Supply or Service	Provided On-Site	Provided Through Referral	Referral Provider Name & Location
Informed Consent			
History			
Physical Assessment			
Lab Testing			
Pap Test			
Client Education/Counseling			
Pregnancy Diagnosis / Counseling			
STI/STD Testing			
STI/STD Treatment			
HIV Testing			
Level I Infertility Services			
Minor GYN Problems			
Health Promotion / Disease Prevention			
Special GYN Procedures			

Supply or Service	Provided On-Site	Provided Through Referral	Referral Provider Name & Location
Female sterilization ( <i>counseling provided, consent signed, scheduling &amp; payment for procedure, even if procedure done elsewhere</i> )			
Intrauterine Contraception (IUD/IUS)			
Hormonal Implant (Nexplanon™)			
Medroxyprogesterone Acetate (DMPA/Depo)			
Oral Contraceptives ( <i>providing a client with a prescription does not meet the definition of "on-site"</i> )			
Transdermal Hormonal Contraceptive (Patch)*			
Vaginal Hormonal Contraceptive (Ring)*			
Diaphragm and/or Cervical Cap			
Contraceptive Sponge			
Female Condoms			
Spermicidal Methods or Products			
Natural Family Planning Instruction			
Abstinence Education			
Male sterilization ( <i>counseling provided, consent signed, scheduling &amp; payment for procedure, even if procedure done elsewhere</i> )			
Male Condoms			

\*At least one of these two methods (patch/ring) **must** be provided on-site; the other may be provided by referral.

The services on the table below are optional. Please complete the table below with services Applicant intends to provide.

Optional Services ( <i>see Appendix B for reimbursable procedure codes</i> )	Provided On-site	Not Provided	Provided Through Referral	Subcontracted
Breast and Cervical Cancer Diagnostic Services				
Limited Prenatal Services				
Immunizations				

## FORM K: FAMILY PLANNING CERTIFICATION

*This certification pertains to the following Family Planning Program Applicant:*

**Applicant's Name** \_\_\_\_\_

**Federal Tax ID Number** \_\_\_\_\_

**NPI Number** \_\_\_\_\_

**Applicant's primary billing address:**

**Street Address** \_\_\_\_\_

**Street Address City/State/Zip Code** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Applicant's primary physical address:**

**Street Address** \_\_\_\_\_

### DEFINITIONS

For the purposes of this certification, the following terms are defined as follows:

The term **"Affiliate"** means:

An individual or entity that has a legal relationship with another entity, which relationship is created or governed by at least one written instrument that demonstrates:

1. common ownership, management, or control; a franchise; or
2. the granting or extension of a license or other agreement that authorizes the Affiliate to use the other entity's brand name, trademark, service mark, or other registered identification mark.

The "written instruments" referenced above may include a certificate of formation, a franchise agreement, standards of affiliation, bylaws, articles of incorporation, or a license, but do not include agreements related to a physician's participation in a physician group practice, such as a hospital group agreement, staffing agreement, management agreement, or collaborative practice agreement.

The term **"Promote"** means advancing, furthering, advocating, or popularizing Elective Abortion by, for example:

1. taking affirmative action to secure Elective Abortion services for a Family Planning Program Client (such as making an appointment, obtaining consent for the Elective Abortion, arranging for transportation, negotiating a reduction in an Elective Abortion provider fee, or arranging or scheduling an Elective Abortion procedure); however, the term does not include providing upon the patient's request neutral, factual information and nondirective counseling, including the name, address, telephone number, and other relevant information about a provider;
2. furnishing or displaying to a Family Planning Program Client information that publicizes or advertises an Elective Abortion service or provider; or
3. using, displaying, or operating under a brand name, trademark, service mark, or registered identification mark of an organization that performs or Promotes Elective Abortions.

**My name is \_\_\_\_\_ . I am the provider or, if the provider is an organization, I am the provider's \_\_\_\_\_ (title or position) I am of sound mind, capable of making this certification, and I am personally acquainted with the facts stated here. If I am representing an organizational provider, I am authorized to make this certification on the provider's behalf. Throughout the remainder of this document, the word "I" will represent the individual provider that is completing this form or the organizational provider on whose behalf the form is being completed. If this form is being completed on behalf of an organizational provider, the word "I" is inclusive of the organization, owners, officers, employees, and volunteers, or any combination of these.**

**I understand that the Texas Legislature has specified that Family Planning Program funds may not be used to pay the direct or Indirect Costs of abortion procedures provided by HHSC contractors, or distributed to individuals or entities that perform Elective Abortion procedures or that contract with or provide funds to individuals or entities for the performance of Elective Abortion procedures. (H.B. 1, 84th Legislature, Regular Session, 2015, art. II, at II-104, Section 85 (relating to Prohibition on Abortions-Family Planning)). I also understand that to receive Family Planning Program funds I must, if applicable, meet the organization requirements under Health and Human Services Commission Rider 87 of the 2016-17 General Appropriations Act (H.B. 1, 84th Legislature, Regular Session, 2015, art. II, at II-104, Section 87 (relating to Family Planning Affiliate Requirements)).**

**I understand that I am not qualified to participate in the Family Planning Program or to bill the Program for services if I, or any of my organization's subcontractors, perform or Promote Elective Abortions.**

**By checking the boxes under each statement below, I affirm that each of the following statements is true. I understand that my failure to mark each of the statements will be regarded as my representation that the statement is false:**

1. I do not, nor do any of my organization's subcontractors, perform or Promote Elective Abortions outside the scope of the Family Planning Program.  
☐ I affirm that this statement is true and correct.
2. I am not, nor are any of my organization's subcontractors, an Affiliate, as defined on p. 2 of this document, of an entity that performs or Promotes Elective Abortions. Furthermore, my organization, and any of my organization's subcontractors, are legally separate entities from entities that perform or Promote Elective Abortions.  
☐ I affirm that this statement is true and correct.
3. In offering or performing a Family Planning Program service, I do not, nor do any of my organization's subcontractors, perform or Promote Elective Abortions within the scope of the Family Planning Program.  
☐ I affirm that this statement is true and correct.
4. In offering or performing a Family Planning Program service, I, as well as my organization's subcontractors, maintain physical and financial separation between any Family Planning Program activities and any Elective Abortion-performing or abortion-promoting activity, in particular:
  - a. All Family Planning Program services are physically separated from any Elective Abortion activities, no matter what entity is responsible for the activities;
  - b. The governing board or other body that controls me, or any of my organization's subcontractors, does not have any board members who are also members of the governing board of an entity that performs or Promotes Elective Abortions;
  - c. None of the funds that I, or any of my organization's subcontractors, receive for performing Family Planning Program services are used to directly or indirectly support

the performance or promotion of Elective Abortions by an Affiliate, and my, and any of my organization's subcontractors', accounting records can confirm this;

- d. My organization does not, nor do any of my organization's subcontractors, transfer any funds, through gift or payment, to an entity that performs or Promotes Elective Abortions. My organization and my organization's subcontractors do not share expenses or costs (including overhead, rent, phone, equipment, or utilities) with an entity that performs or Promotes Elective Abortions;
- e. I do not, nor do any of my organization's subcontractors, display any signs or materials that Promote Elective Abortion at any locations or in any public electronic communications.
- f. Any employee employed by my organization, or any my organization's subcontractors, is not also employed by an entity that performs or Promotes Elective Abortions.

☐ I affirm that this statement is true and correct.

- 5. I do not, nor do any of my organization's subcontractors, use, display, or operate under a brand name, trademark, service mark, or registered identification mark of an organization that performs or Promotes Elective Abortions.

☐ I affirm that this statement is true and correct.

- 6. I cannot affirm that the statements 1-5 above are "true and correct," but I do affirm all of the following: I do not perform Elective Abortions; none of the funds that I, or any of my organization's subcontractors, receive (or will receive) for performing Family Planning Program services are (or will be) used to directly or indirectly support the performance of Elective Abortions, and my accounting records can confirm this; my organization does not, nor do any of my organization's subcontractors, transfer any Family Planning Program funds, through gift or payment, to an entity for the performance of Elective Abortions; and I comply with all of the requirements of Health and Human Services Commission Rider 87, Sections a - g, under the 2016-17 General Appropriations Act (H.B. 1, 84th Legislature, Regular Session, 2015, art. II, at II-104, Section 87 (relating to Family Planning Affiliate Requirements)) if applicable.

☐ I affirm that this statement is true and correct.

***In addition, I understand and acknowledge that:***

- 1. If I fail to complete and submit this certification, I will be disqualified from the Family Planning Program and the Texas Health and Human Services Commission (HHSC) (henceforth, "HHSC") will deny any claims I submit for Family Planning Program services.
- 2. If, after I submit this signed certification, I, or any my organization's subcontractors, perform or agree to perform, or Promote Elective Abortions, I will notify HHSC at least 30 calendar days before such action is taken. If I fail to notify HHSC as required, I will be disqualified from the HHSC Program and HHSC will deny any claims I submit for Family Planning Program services.
- 3. If, while participating in the Family Planning Program, I, or any of my organization's subcontractors, perform or Promote an Elective Abortion, I will be disqualified from the Family Planning Program, and HHSC will deny any claims I submit for Family Planning Program services.
- 4. If I submit this certification and agree to its terms, but HHSC determines that I am in fact ineligible to participate in the Family Planning Program, HHSC may place a payment hold on claims submitted by me or my organization for Family Planning Program services until HHSC can make a final determination regarding my eligibility.
- 5. If HHSC determines that I am ineligible to receive funds under the Family Planning Program:
  - a) HHSC may recoup Family Planning Program funds paid on claims that I have incurred since the date the provider became ineligible;
  - b) HHSC will deny all Family Planning Program claims that I have submitted since the date of ineligibility; and
  - c) I will remain ineligible to participate in the Family Planning Program until I comply with the provisions of this certification form.

If I knowingly make a false statement or misrepresentation on this certification, HHSC may consider me to have committed fraud or tampered with a government record under the laws of Texas, and I may be excluded from participation in the HHSC Program.

***If statements 1 – 5 are, or alternatively statement 6 is, marked “true,” the effective dates of your certification are as follows: (The effective date of the Certification spans from the contract start date through the end of the contract/project year.)***

***Effective Date of Certification: 07/01/2016 through 08/31/2017.***

***Note: Each Applicant must complete a new certification form annually and provide it to HHSC prior to execution of a Family Planning Program contract. The certification form will be provided to Applicants and/or contractors as a part of the contracting packet.***

***If, after certification, you can no longer affirm that any of statements 1 – 5 are, or alternatively 6 is, true, you must request an immediate termination of your Family Planning Program certification.***

Signature:

---

Printed Name:

---

Title:

---

Date: \_\_\_\_\_

## **10. APPENDICES**

**The remainder of the page is intentionally left blank.**

## **APPENDIX A: Family Planning Program Reimbursable Procedure Codes**

The Family Planning Program was directed to implement a 7% reduction to reimbursement rates effective September 1, 2011. Consequently, the CPT code reimbursement rates will remain the same and the 7% reduction will be taken from the total amount to be reimbursed.

A list of reimbursable Family Planning Program procedure codes are listed below. Please note that reimbursement rates are subject to change.

## APPENDIX A - Core Family Planning Services

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
Anesthesia		
	00851	*
Surgery - integumentary system		
	11976	150.00
	11981	103.45
	11982	117.08
	11983	163.06
Surgery - male genital system		
	55250	303.12
Surgery - female genital system		
	57170	22.05
	58300	69.00
	58301	76.72
	58340	88.75
	58565	2500.00
	58600	2500.00
	58611	61.75
	58615	195.67
	58670	282.81
	58671	283.08
Radiology - diagnostic imaging		
	73060	28.06
	74000	20.80
	74010	32.39
	74740	66.83
Radiology - diagnostic ultrasound		
	76830	96.28
	76856	96.28
	76857	50.79
	76881	96.28
	76882	30.35
	76998	137.65

\*Reimbursement rate dependent on multiple factors

## APPENDIX A - Core Family Planning Services

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
Pathology & Lab - organ or disease oriented panels	80061	18.83
Pathology & Lab - drug testing	80300	12.36
	80301	12.36
Pathology & Lab - urinalysis	81000	4.45
	81001	4.45
	81002	3.60
	81003	3.16
	81005	3.05
	81015	4.28
	81025	8.90
Pathology & Lab - chemistry	82947	5.52
	82948	4.45
	84443	23.63
	84702	2.29
	84703	10.57
Pathology & Lab - hematology and coagulation	85013	3.34
	85014	3.34
	85018	3.34
	85025	10.93
	85027	9.10
Pathology & Lab - immunology	86318	18.21
	86580	
	86592	6.00
	86689	27.22
	86695	18.55
	86696	27.22

## APPENDIX A - Core Family Planning Services

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
	86701	12.49
	86702	14.85
	86703	19.28
	86762	20.23
	86803	20.07
Pathology & Lab - transfusion medicine		
	86900	4.20
	86901	4.20
Pathology & Lab - microbiology		
	87070	12.11
	87086	11.36
	87088	11.39
	87102	11.81
	87110	27.55
	87205	6.00
	87210	6.00
	87220	6.00
	87252	36.66
	87389	33.86
	87480	28.20
	87490	28.20
	87491	49.35
	87510	28.20
	87535	49.35
	87590	28.20
	87591	49.35
	87624	47.87
	87625	49.47
	87660	28.20
	87797	28.20
	87800	56.41
	87801	98.70

## APPENDIX A - Core Family Planning Services

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
	87810	16.86
	87850	16.86
Pathology & Lab - cytopathology		
	88150	14.86
	88164	14.86
	88175	37.25
Medicine - immunization administration		
	90460	8.00
	90471	7.84
Medicine - vaccines/toxoids		
	90649	158.07
	90650	138.14
	90651	175.03
Medicine - hydration, diagnostic injections/infusions, chemo		
	96372	18.98
Medical nutrition therapy		
	97802	26.73
	97803	22.99
	97804	12.03
Medicine - special services, procedures, and reports		
	99000	9.30
	99078	29.40
Behavioral change interventions, individual		
	99406	11.18
	99407	21.82
HCPCS A Codes - Supplies		
	A4261	50.84
	A4264	1560.00
	A4266	34.11
	A4267	0.54
	A4268	2.83
	A4269	12.26

## APPENDIX A - Core Family Planning Services

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
	A9150	14.00
HCPCS H Codes - Rehabilitative services		
	H1010	12.30
HCPCS J Codes - Drugs other than oral		
	J0696	0.68
	J1050	64.98
	J3490	5.01
	J7297	671.25
	J7298	826.72
	J7300	753.78
	J7301	663.32
	J7303	93.53
	J7304	37.48
	J7307	672.61
HCPCS S Codes - Private payer codes		
	S4993	19.42
	S5000	5.90
Office or Other Outpatient Services		
	99201	26.04
	99202	41.09
	99203	55.52
	99204	81.24
	99205	101.00
	99211	13.49
	99212	22.59
	99213	33.95
	99214	47.68
	99215	73.40
Evaluation and Management		
	99241	39.66
	99242	62.10
	99243	80.23

**APPENDIX A - Core Family Planning Services**

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
Preventive Medicine	99244	112.50
	99384	93.40
	99385	78.85
	99386	92.22
	99394	85.93
	99395	68.43
	99396	74.84

## APPENDIX B: Optional Services

### Optional Services – Breast and Cervical Cancer Diagnostics

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
Breast Cancer Screening		
Anesthesia	00400	*
Surgery - general	10022	90.21
Surgery - integumentary system	19000	84.47
	19081	508.95
	19082	411.12
	19083	505.47
	19084	405.50
	19100	112.80
	19101	254.74
	19120	370.75
	19125	364.03
	19126	122.96
	19281	183.37
	19282	352.31
	19283	208.23
	19284	152.63
	19285	352.31
	19286	295.37
Radiology - diagnostic imaging	71010	22.05
	71020	28.74
	76098	17.04
Radiology - diagnostic ultrasound		
Procedure Grouping	76641	91.69
	76642	84.20
	76942	163.86
Radiology - breast mammography	77051	8.02
	77052	8.02
	77053	54.80
	77055	70.03
	77056	90.09
	77057	64.15
	77058	495.58
	77059	491.84
Pathology & Lab - organ or disease oriented panels	80048	11.89
Pathology & Lab - organ or disease oriented panels	80053	14.85

Pathology & Lab - hematology and coagulation

85730

8.44

**APPENDIX B -  
Optional Services – Breast and Cervical Cancer Diagnostics**

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
<b>Breast Cancer Screening</b>		
Anesthesia	00400	*
Surgery - general	10022	90.21
Surgery - integumentary system	19000	84.47
	19081	508.95
	19082	411.12
	19083	505.47
	19084	405.50
	19100	112.80
	19101	254.74
	19120	370.75
	19125	364.03
	19126	122.96
	19281	183.37
	19282	352.31
	19283	208.23
	19284	152.63
Pathology & Lab - surgical pathology	88305	54.53
	88307	229.35
Medicine - cardiovascular	93000	12.83
<b>Cervical Cancer Screening Services</b>		
Anesthesia	00940	18.42
Surgery - female genital system	57452	67.37
	57454	100.65
	57455	82.10
	57456	76.65
	57460	120.83
	57461	139.93
	57500	55.10
	57505	66.55
	57520	199.66
	57522	178.11
	58110	30.82
Radiology - diagnostic imaging	71010	18.71
	71020	24.32
Pathology & Lab - organ or disease oriented panels	80048	11.89
	80053	14.85

**APPENDIX B -  
Optional Services – Breast and Cervical Cancer Diagnostics**

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
<b>Breast Cancer Screening</b>		
Anesthesia	00400	*
Surgery - general	10022	90.21
Surgery - integumentary system	19000	84.47
	19081	508.95
	19082	411.12
	19083	505.47
	19084	405.50
	19100	112.80
	19101	254.74
	19120	370.75
	19125	364.03
	19126	122.96
	19281	183.37
	19282	352.31
	19283	208.23
	19284	152.63
Pathology & Lab - hematology and coagulation	85730	8.44
Pathology & Lab - cytopathology	88141	24.06
	88142	28.49
	88143	28.49
	88173	*
	88174	30.05
Pathology & Lab - surgical pathology	88305	54.53
	88307	229.35
Medicine - cardiovascular	93000	12.83
Medicine - psychiatry	90791	113.91
	90792	113.91

\*Reimbursement rate dependent on multiple factors

**APPENDIX B -  
Optional Services – Breast and Cervical Cancer Diagnostics**

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
<b>Breast Cancer Screening</b>		
Anesthesia	00400	*
Surgery - general	10022	90.21
Surgery - integumentary system	19000	84.47
	19081	508.95
	19082	411.12
	19083	505.47
	19084	405.50
	19100	112.80
	19101	254.74
	19120	370.75
	19125	364.03
	19126	122.96
	19281	183.37
	19282	352.31
	19283	208.23
	19284	152.63
<b>Problem-Focused Gynecological Services</b>		
Surgery - female genital system	56405	78.28
	56420	66.56
	56501	81.53
	56515	142.21
	56605	43.84
	56606	21.65
	56820	61.48
	57023	225.07
	57061	69.50
	57100	47.58
	57421	89.01
	57511	94.63
	58100	63.35

\*Reimbursement rate dependent on multiple factors

## **APPENDIX B - Optional Services - Immunizations and Vaccinations**

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
Medicine - immunization administration	90460	8.00
	90471	7.84
	90472	7.84
Medicine - vaccines/toxoids	90632	45.54
	90633	30.73
	90636	99.08
	90654	17.82
	90656	13.28
	90660	22.10
	90670	145.05
	90673	35.04
	90707	63.94
	90710	180.40
	90714	19.32
	90715	32.46
	90716	113.28
	90732	73.34
	90733	132.15
	90734	121.15
	90736	196.04
	90743	22.82
	90744	22.82
	90746	56.25

**APPENDIX B - Optional Services - Prenatal Services**

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
Surgery - maternity care and delivery	59025	33.55
	59430	92.47
Radiology - diagnostic ultrasound	76801	96.28
	76802	62.25
	76805	96.28
	76810	94.23
	76811	373.03
	76813	62.25
	76815	62.25
	76816	62.25
	76817	62.25
	76818	96.28
	76819	85.88
	76820	39.44
Pathology & Lab - organ or disease oriented panels	80055	35.60
Pathology & Lab - drug testing	80300	12.36
	80301	12.36
Pathology & Lab - chemistry	82105	23.59
	82677	34.01
	82951	18.10
	84436	9.66
	84479	8.81
Pathology & Lab - hematology and coagulation	85384	11.95
	85610	5.53
Pathology & Lab - immunology	86336	21.92
	86777	20.23
	86778	17.97
Pathology & Lab - transfusion medicine	86850	7.15
	86900	4.20
	86901	4.20
Pathology & Lab - microbiology	87081	9.32
	87184	9.70
	87340	14.53

**APPENDIX B - Optional Services - Prenatal Services**

Procedure Grouping	Procedure Code	Reimbursement Rate (in dollars and cents)
Medicine - vaccines/toxoids	90656	13.28
	90658	16.16
	90686	16.94
	90688	15.87
	90715	32.46
HCPCS A Codes - Supplies	A4253	28.28
	A4258	14.65
	A4259	11.10
HCPCS J Codes - Drugs other than oral	J0702	5.42
	J1100	0.15
	J1725	2.82 per mg
	J2790	75.92

## **APPENDIX C: Family Planning Program Rules**

### TITLE 25 HEALTH SERVICES PART 1 DEPARTMENT OF STATE HEALTH SERVICES CHAPTER 56 FAMILY PLANNING

#### §56.1 Introduction

The requirements in this chapter apply to the department's Family Planning Program unless otherwise specified within the section. Department Family Planning providers are also required to observe all guidelines and operating procedures outlined in the most recent Family Planning Policy Manual, as required by their contracts. In addition to the requirements set out in this chapter, Title XIX (Medicaid) providers must comply with the terms and conditions of the Provider Agreement signed by all providers as a condition of participation in the Texas Medical Assistance Program.

#### §56.2 Definitions

The following words and terms, when used in this chapter, shall have the following meanings.

- (1) Client--Any individuals seeking assistance from a Department of State Health Services contractor or provider to meet their family planning goals.
- (2) Commission--The Texas Health and Human Services Commission.
- (3) Contraception--Any United States Food and Drug Administration (FDA)-approved means of pregnancy prevention. Methods include permanent methods and temporary methods.
- (4) Department--The Department of State Health Services.
- (5) Family planning services may include:
  - (A) health history and physical;
  - (B) counseling and education;
  - (C) laboratory testing;
  - (D) provision of a contraceptive method; and
  - (E) referrals for additional services as needed.
- (6) Intended pregnancy--Pregnancy a woman reports as desired at the time of conception.
- (7) Medicaid--Title XIX of the Social Security Act.

(8) Provider--Any entity that receives department or Title XIX funding to provide family planning services.

(9) Region--Any of the public health service regions established by the Department of State Health Services.

(10) Title XIX family planning program--Family planning services provided under Title XIX (Medicaid) of the Social Security Act, 42 United States Code §1396 et seq.

### §56.3 Purposes

The purposes of family planning services are:

- (1) to enable women and men to determine the preferred number and spacing of their children;
- (2) to positively affect the outcome of future pregnancies;
- (3) to increase the proportion of intended pregnancies; and
- (4) to improve the health status of Texas communities.

### §56.4 Maximum Rates and Specific Codes

For payment of purchased counseling, educational, medical, and sterilization department family planning services maximum rates are established by the department according to specific diagnosis and procedure codes. The commission sets fees, charges, and rates for family planning services provided under Title XIX (Medicaid).

### §56.5 Contraceptive Methods

A broad range of FDA-approved methods of contraception must be made available to the client, either directly or by referral to another provider of contraceptive services. All brands of the different contraceptive methods need not be made available; however, each major contraceptive category must be made available.

### §56.6 Prohibition of Abortion

Abortion is not considered a method of family planning, and no state funds appropriated to the department shall be used to pay the direct or indirect costs (including overhead, rent, phones, equipment, and utilities) of abortion procedures provided by department providers.

### §56.7 Requirements for Reimbursement of Family Planning Services

The commission and the department shall reimburse providers for services in compliance with program standards, policies and procedures, and contract requirements unless payment is prohibited by law.

### §56.8 Records Retention

Department providers shall maintain for the time period specified by the department all records pertaining to client services, contracts, and payments. Title XIX (Medicaid) record retention requirements are found in 1 Texas Administrative Code §354.1004 (relating to Retention of Records). All records relating to services must be accessible for examination at any reasonable time to representatives of the commission and/or the department and as required by law.

#### §56.9 Abuse Reporting

Texas Family Code, Chapter 261, requires child abuse reporting.

(1) Providers are required to have an internal policy and procedure concerning determination, documentation, and reporting instances of sexual and non-sexual abuse in accordance with the department's Child Abuse Screening Documenting and Reporting Policy.

(2) Additionally, providers must develop an agency specific policy for Human Anti-Trafficking and Intimate Partner Violence to comply with abuse reporting guidelines and requirements as interpreted by department policy.

#### §56.10 Freedom of Choice

Clients have the right to freely choose family planning methods and sources of services. Clients shall not be coerced to accept services.

#### §56.11 Confidentiality

Providers shall safeguard client family planning information. Clients must provide written authorization prior to the release of any personally identifying information except reports of child abuse required by Texas Family Code, Chapter 261, and as required or authorized by other law. The department may distribute appropriated funds only to providers that show good faith efforts to comply with all child abuse reporting guidelines and requirements as interpreted by department policy.

(1) Providers shall ensure client confidentiality and provide safeguards for clients against the invasion of personal privacy.

(2) All personnel (both paid and volunteer) must be informed during orientation of the importance of keeping information about a client confidential.

(3) Clients' records must be monitored to ensure access is limited to appropriate staff and to department and/or commission staff or their authorized representatives.

(4) The client's preference of methods of follow-up contact shall be documented in the client's record.

(5) Each client shall receive verbal assurance of confidentiality and an explanation of what confidentiality means.

#### §56.12 Eligibility for Family Planning Services

Eligibility shall be determined according to the requirements of the most recent department Family Planning Policy Manual. Department providers shall not deny family planning services to eligible clients because of their inability to pay for services. Title XIX (Medicaid) eligibility is determined by the guidelines set by the commission. Individuals who receive Medicaid are eligible for family planning medical, counseling, and educational services.

#### §56.13 Consent

Department Family Planning services must be provided with consent from the minor's parent, managing conservator, or guardian only as authorized by Texas Family Code, Chapter 32, or by federal law or regulations. Providers may reference the current Family Planning Policy Manual. A provider may not require consent for family planning services from the spouse of a married client.

#### §56.14 Family Planning for Adolescents

(a) Adolescents age 17 and younger shall be provided individualized family planning counseling and family planning medical services that meet their specific needs as soon as possible.

(b) The provider shall ensure that:

(1) counseling for adolescents seeking family planning services have parental consent;

(2) counseling for adolescents includes information on use of all medically approved birth control methods, including abstinence; and

(3) appointment schedules are flexible enough to accommodate access for adolescents requesting services.

#### §56.15 Civil Rights

Providers shall make family planning and genetic services available without regard to marital status, parenthood, handicap, age, color, religion, sex, ethnicity, or national origin. The provider must comply with Title VI of the Civil Rights Act of 1964 (Public Law 88 - 352); §504 of the Rehabilitation Act of 1973 (Public Law 93 - 112); The Americans with Disabilities Act of 1990 (Public Law 101 - 336), including all amendments to each; and all regulations issued pursuant to these Acts.

#### §56.18 Family Planning Genetics Services Provided

Family planning genetics services must be prescribed by a physician (MD or DO) and have implications for reproductive decisions. Services may include the following, based on the client's needs:

(1) health history and detailed family genetic health history;

(2) medical genetics physical examination;

- (3) psychosocial genetic assessment;
- (4) medical genetic counseling;
- (5) psychosocial genetic counseling;
- (6) follow-up genetic counseling;
- (7) prenatal genetic diagnostic services; and
- (8) laboratory services.

**§56.19 Limitations of Family Planning Genetics Services**

For the Title XIX Family Planning Genetics Program, the following types of services are not allowed:

- (1) genetic services for conditions that do not have serious psychosocial or medical implications for the client; and
- (2) prenatal diagnosis for sex determination of the fetus alone without implications for genetic disorders.

**APPENDIX D: HHSC Uniform Terms and Conditions - Version 2.12**



Grantee UTC  
VERSION 2.12 -- HTV

HHSC Uniform Terms and Conditions Version 2.12  
Published and Effective: November 30, 2015  
Responsible Office: Chief Counsel



**Health and Human Services Commission**  
**HHSC Uniform Terms and Conditions - Grant**  
**Version 2.12**

## **TABLE OF CONTENTS**

<b>ARTICLE I. DEFINITIONS AND INTERPRETIVE PROVISIONS .....</b>	<b>4</b>
1.01 Definitions .....	4
1.02 Interpretive Provisions.....	5
<b>ARTICLE II Payment Methods and Restrictions .....</b>	<b>6</b>
2.01 Payment Methods.....	6
2.02 Final Billing Submission.....	6
2.03 Financial Status Reports (FSRs) .....	7
2.04 Debt to State and Corporate Status .....	7
2.05 Application of Payment Due .....	7
2.06 Use of Funds.....	7
2.07 Use for Match Prohibited .....	7
2.08 Program Income .....	7
2.09 Nonsupplanting .....	8
<b>ARTICLE III. STATE AND FEDERAL FUNDING .....</b>	<b>8</b>
3.01 Funding.....	8
3.02 No debt Against the State.....	8
3.03 Debt to State .....	8
3.04 Recapture of Funds.....	8
<b>ARTICLE IV Allowable Costs and Audit Requirements .....</b>	<b>9</b>
4.01 Allowable Costs. ....	9
4.02 Independent Single or Program-Specific Audit .....	10
4.03 Submission of Audit.....	10
<b>Article V AFFIRMATIONS, ASSURANCES AND CERTIFICATIONS .....</b>	<b>11</b>
5.01 General Affirmations.....	11
5.02 Federal Assurances.....	11
5.03 Federal Certifications .....	11
<b>ARTICLE VI OWNERSHIP AND INTELLECTUAL PROPERTY .....</b>	<b>11</b>
6.01 Ownership .....	11
6.02 Intellectual Property .....	11
<b>ARTICLE VII RECORDS, AUDIT, AND DISCLOSURE .....</b>	<b>11</b>
7.01 Books and Records.....	11
7.02 Access to records, books, and documents .....	12

7.03	Response/compliance with audit or inspection findings .....	12
7.04	SAO Audit.....	12
7.05	Confidentiality.....	13
7.06	Public Information Act.....	13
<b>ARTICLE VIII CONTRACT MANAGEMENT AND EARLY TERMINATION .....</b>		<b>13</b>
8.01	Contract Management .....	13
8.02	Termination for Convenience.....	13
8.03	Termination for Cause.....	13
8.04	Equitable Settlement .....	14
<b>ARTICLE IX MISCELLANEOUS PROVISIONS.....</b>		<b>14</b>
9.01	Amendment .....	14
9.02	Insurance .....	14
9.03	Legal Obligations .....	14
9.04	Permitting and Licensure .....	14
9.05	Indemnity .....	15
9.06	Assignments .....	15
9.07	Relationship of the Parties.....	16
9.08	Technical Guidance Letters.....	16
9.09	Governing Law and Venue .....	16
9.10	Survivability .....	17
9.11	Force Majeure .....	17
9.12	No Waiver of Provisions .....	17
9.13	Publicity .....	17
9.14	Prohibition on Non-compete Restrictions .....	17
9.15	No Waiver of Sovereign Immunity .....	17
9.16	Entire Contract and Modification.....	17
9.17	Counterparts .....	18
9.18	Proper Authority.....	18
9.19	Employment Verification.....	18
9.20	Civil Rights .....	18

## ARTICLE I. DEFINITIONS AND INTERPRETIVE PROVISIONS

### 1.01 Definitions

As used in this Contract, unless the context clearly indicates otherwise, the following terms and conditions have the meanings assigned below:

“[Amendment](#)” means a written agreement, signed by the parties hereto, which documents changes to the Contract other than those permitted by Work Orders or Technical Guidance Letters, as herein defined.

“[Attachment](#)” means documents, terms, conditions, or additional information physically added to this Contract following the Signature Document or included by reference, as if physically, within the body of this Contract.

“[Contract](#)” means the Signature Document, these Uniform Terms and Conditions, along with any Attachments, and any Amendments, or Technical Guidance Letters that may be issued by the System Agency, to be incorporated by reference herein for all purposes if issued.

“[Deliverable](#)” means a work product prepared, developed, or procured by Grantee as part of the Services under the Contract for the use or benefit of the System Agency or the State of Texas.

“[Effective Date](#)” means the date agreed to by the Parties as the date on which the Contract takes effect.

“[System Agency](#)” means HHSC or any of the agencies of the State of Texas that are overseen by HHSC under authority granted under State law and the officers, employees, and designees of those agencies. These agencies include: the Department of Aging and Disability Services, the Department of Assistive and Rehabilitative Services, the Department of Family and Protective Services, and the Department of State Health Services.

“[Federal Fiscal Year](#)” means the period beginning October 1 and ending September 30 each year, which is the annual accounting period for the United States government.

“[GAAP](#)” means Generally Accepted Accounting Principles.

“[GASB](#)” means the Governmental Accounting Standards Board.

“[Grantee](#)” means the Party receiving funds under this Contract, if any.

“[Health and Human Services Commission](#)” or “[HHSC](#)” means the administrative agency established under Chapter 531, Texas Government Code or its designee.

“[HUB](#)” means Historically Underutilized Business, as defined by Chapter 2161 of the Texas Government Code.

“[Intellectual Property](#)” means patents, rights to apply for patents, trademarks, trade names, service marks, domain names, copyrights and all applications and worldwide registration of

such, schematics, industrial models, inventions, know-how, trade secrets, computer software programs, and other intangible proprietary information.

“Mentor Protégé” means the Comptroller of Public Accounts’ leadership program found at: <http://www.window.state.tx.us/procurement/prog/hub/mentorprotege/>.

“Parties” means the System Agency and Grantee, collectively.

“Party” means either the System Agency or Grantee, individually.

“Program” means the statutorily authorized activities of the System Agency under which this Contract has been awarded.

“Project” means specific activities of the Grantee that are supported by funds provided under this Contract.

“Public Information Act” or “PIA” means Chapter 552 of the Texas Government Code.

“Statement of Work” means the description of activities performed in completing the Project, as specified in the Contract and as may be amended.

“Signature Document” means the document executed by both Parties that specifically sets forth all of the documents that constitute the Contract.

“Solicitation” means the document issued by the System Agency under which applications for Program funds were requested, which is incorporated herein by reference for all purposes in its entirety, including all Amendments and Attachments.

“Solicitation Response” means Grantee’s full and complete response to the Solicitation, which is incorporated herein by reference for all purposes in its entirety, including any Attachments and addenda.

“State Fiscal Year” means the period beginning September 1 and ending August 31 each year, which is the annual accounting period for the State of Texas.

“State of Texas Textravel” means Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22, relative to travel reimbursements under this Contract, if any.

“Technical Guidance Letter” or “TGL” means an instruction, clarification, or interpretation of the requirements of the Contract, issued by the System Agency to the Grantee.

## **1.02 Interpretive Provisions**

- a. The meanings of defined terms are equally applicable to the singular and plural forms of the defined terms.
- b. The words “hereof,” “herein,” “hereunder,” and similar words refer to this Contract as a whole and not to any particular provision, section, Attachment, or schedule of this Contract unless otherwise specified.
- c. The term “including” is not limiting and means “including without limitation” and, unless otherwise expressly provided in this Contract, (i) references to contracts (including this Contract) and other contractual instruments shall be deemed to include all subsequent

Amendments and other modifications thereto, but only to the extent that such Amendments and other modifications are not prohibited by the terms of this Contract, and (ii) references to any statute or regulation are to be construed as including all statutory and regulatory provisions consolidating, amending, replacing, supplementing, or interpreting the statute or regulation.

- d. Any references to “sections,” “appendices,” or “attachments” are references to sections, appendices, or attachments of the Contract.
- e. Any references to agreements, contracts, statutes, or administrative rules or regulations in the Contract are references to these documents as amended, modified, or supplemented from time to time during the term of the Contract.
- f. The captions and headings of this Contract are for convenience of reference only and do not affect the interpretation of this Contract.
- g. All Attachments within this Contract, including those incorporated by reference, and any Amendments are considered part of the terms of this Contract.
- h. This Contract may use several different limitations, regulations, or policies to regulate the same or similar matters. All such limitations, regulations, and policies are cumulative and each will be performed in accordance with its terms.
- i. Unless otherwise expressly provided, reference to any action of the System Agency or by the System Agency by way of consent, approval, or waiver will be deemed modified by the phrase “in its sole discretion.”
- j. Time is of the essence in this Contract.

## **ARTICLE II PAYMENT METHODS AND RESTRICTIONS**

### **2.01 Payment Methods**

Except as otherwise provided by the provisions of the Contract, the payment method will be one or more of the following:

- a. cost reimbursement. This payment method is based on an approved budget and submission of a request for reimbursement of expenses Grantee has incurred at the time of the request;
- b. unit rate/fee-for-service. This payment method is based on a fixed price or a specified rate(s) or fee(s) for delivery of a specified unit(s) of service and acceptable submission of all required documentation, forms and/or reports; or
- c. advance payment. This payment method is based on disbursement of the minimum necessary funds to carry out the Program or Project where the Grantee has implemented appropriate safeguards. This payment method will only be utilized in accordance with governing law and at the sole discretion of the System Agency.

Grantees shall bill the System Agency in accordance with the Contract. Unless otherwise specified in the Contract, Grantee shall submit requests for reimbursement or payment monthly by the last business day of the month following the month in which expenses were incurred or services provided. Grantee shall maintain all documentation that substantiates invoices and make the documentation available to the System Agency upon request.

### **2.02 Final Billing Submission**

Unless otherwise provided by the System Agency, Grantee shall submit a reimbursement or payment request as a final close-out invoice not later than forty-five (45) calendar days following

the end of the term of the Contract. Reimbursement or payment requests received in the System Agency's offices more than forty-five (45) calendar days following the termination of the Contract may not be paid.

### **2.03 Financial Status Reports (FSRs)**

Except as otherwise provided in these General Provisions or in the terms of any Program Attachment(s) that is incorporated into the Contract, for contracts with categorical budgets, Grantee shall submit quarterly FSRs to Accounts Payable by the last business day of the month following the end of each quarter of the Program Attachment term for System Agency review and financial assessment. Grantee shall submit the final FSR no later than forty-five (45) calendar days following the end of the applicable term.

### **2.04 Debt to State and Corporate Status**

Pursuant to Tex. Gov. Code § 403.055, the Department will not approve and the State Comptroller will not issue payment to Grantee if Grantee is indebted to the State for any reason, including a tax delinquency. Grantee, if a corporation, certifies by execution of this Contract that it is current and will remain current in its payment of franchise taxes to the State of Texas or that it is exempt from payment of franchise taxes under Texas law (Tex. Tax Code §§ 171.001 et seq.). If tax payments become delinquent during the Contract term, all or part of the payments under this Contract may be withheld until Grantee's delinquent tax is paid in full.

### **2.05 Application of Payment Due**

Grantee agrees that any payments due under this Contract will be applied towards any debt of Grantee, including but not limited to delinquent taxes and child support that is owed to the State of Texas.

### **2.06 Use of Funds**

Grantee shall expend funds provided under this Contract only for the provision of approved services and for reasonable and allowable expenses directly related to those services.

### **2.07 Use for Match Prohibited**

Grantee shall not use funds provided under this Contract for matching purposes in securing other funding without the written approval of the System Agency.

### **2.08 Program Income**

Income directly generated from funds provided under this Contract or earned only as a result of such funds is Program Income. Unless otherwise required under the Program, Grantee shall use the addition alternative, as provided in UGMS § \_\_.25(g)(2), for the use of Project income to further the Program, and Grantee shall spend the Program Income on the Project. Grantee shall identify and report this income in accordance with the Contract, applicable law, and the Contractor's Financial Procedures Manual located at <http://www.dshs.state.tx.us/contracts/cfpm.shtm>. Grantee shall expend Program Income during the Program Attachment term and may not carry forward to any succeeding term. Grantee shall refund program income not expended in the term in which it is earned to the System Agency. The System Agency may base future funding levels, in part, upon Grantee's proficiency in identifying, billing, collecting, and reporting Program Income, and in using it for the purposes and under the conditions specified in this Contract.

## **2.09 Nonsupplanting**

Grantee shall not use funds from this Contract to replace or substitute for existing funding from other but shall use funds from this Contract to supplement existing state or local funds currently available. Grantee shall make a good faith effort to maintain its current level of support. Grantee may be required to submit documentation substantiating that a reduction in state or local funding, if any, resulted for reasons other than receipt or expected receipt of funding under this Contract.

## **ARTICLE III. STATE AND FEDERAL FUNDING**

### **3.01 Funding**

This Contract is contingent upon the availability of sufficient and adequate funds. If funds become unavailable through lack of appropriations, budget cuts, transfer of funds between programs or agencies, amendment of the Texas General Appropriations Act, agency consolidation, or any other disruptions of current funding for this Contract, the System Agency may restrict, reduce, or terminate funding under this Contract. This Contract is also subject to immediate cancellation or termination, without penalty to the System Agency, if sufficient and adequate funds are not available. Grantee will have no right of action against the System Agency if the System Agency cannot perform its obligations under this Contract as a result of lack of funding for any activities or functions contained within the scope of this Contract. In the event of cancellation or termination under this Section, the System Agency will not be required to give notice and will not be liable for any damages or losses caused or associated with such termination or cancellation.

### **3.02 No debt Against the State**

The Contract will not be construed as creating any debt by or on behalf of the State of Texas.

### **3.03 Debt to State**

If a payment law prohibits the Texas Comptroller of Public Accounts from making a payment, the Grantee acknowledges the System Agency's payments under the Contract will be applied toward eliminating the debt or delinquency. This requirement specifically applies to any debt or delinquency, regardless of when it arises.

### **3.04 Recapture of Funds**

The System Agency may withhold all or part of any payments to Grantee to offset overpayments made to the Grantee. Overpayments as used in this Section include payments (i) made by the System Agency that exceed the maximum allowable rates; (ii) that are not allowed under applicable laws, rules, or regulations; or (iii) that are otherwise inconsistent with this Contract, including any unapproved expenditures. Grantee understands and agrees that it will be liable to the System Agency for any costs disallowed pursuant to financial and compliance audit(s) of funds received under this Contract. Grantee further understands and agrees that reimbursement of such disallowed costs will be paid by Grantee from funds which were not provided or otherwise made available to Grantee under this Contract.

## ARTICLE IV ALLOWABLE COSTS AND AUDIT REQUIREMENTS

### 4.01 Allowable Costs.

System Agency will reimburse the allowable costs incurred in performing the Project that are sufficiently documented. Grantee must have incurred a cost prior to claiming reimbursement and within the applicable term to be eligible for reimbursement under this Contract. The System Agency will determine whether costs submitted by Grantee are allowable and eligible for reimbursement. If the System Agency has paid funds to Grantee for unallowable or ineligible costs, the System Agency will notify Grantee in writing, and Grantee shall return the funds to the System Agency within thirty (30) calendar days of the date of this written notice. The System Agency may withhold all or part of any payments to Grantee to offset reimbursement for any unallowable or ineligible expenditure that Grantee has not refunded to the System Agency, or if financial status report(s) required under the Financial Status Reports section are not submitted by the due date(s). The System Agency may take repayment (recoup) from funds available under this Contract in amounts necessary to fulfill Grantee's repayment obligations. Applicable cost principles, audit requirements, and administrative requirements include-

Applicable Entity	Applicable Cost Principles	Audit Requirements	Administrative Requirements
State, Local and Tribal Governments	2 CFR, Part 225	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
Educational Institutions	2 CFR, Part 220	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
Non-Profit Organizations	2 CFR, Part 230	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
For-profit Organization other than a hospital and an organization named in OMB Circular A-122 (2 CFR Part, 230) as not subject to that circular.	48 CFR Part 31, Contract Cost Principles Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the federal or state awarding agency	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS

A chart of applicable Federal awarding agency common rules is located through a web link on the System Agency website at <http://www.dshs.state.tx.us/contracts/links.shtm>. OMB Circulars will be applied with the modifications prescribed by UGMS with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.

#### **4.02 Independent Single or Program-Specific Audit**

If Grantee, within Grantee's fiscal year, expends a total amount of at least **SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000)** in federal funds awarded, Grantee shall have a single audit or program-specific audit in accordance with the 2 CFR 200. The \$750,000 federal threshold amount includes federal funds passed through by way of state agency awards. If Grantee, within Grantee's fiscal year, expends a total amount of at least \$500,000 in state funds awarded, Grantee must have a single audit or program-specific audit in accordance with UGMS, State of Texas Single Audit Circular. For-profit Grantees whose expenditures meet or exceed the federal or state expenditure thresholds stated above shall follow the guidelines in 2 CFR 200 or UGMS, as applicable, for their program-specific audits. The HHSC Office of Inspector General (OIG) will notify Grantee to complete the Single Audit Status Registration Form. If Grantee fails to complete the Single Audit Status Form within thirty (30) calendar days after notification by OIG to do so, Grantee shall be subject to the System Agency sanctions and remedies for non-compliance with this Contract. The audit must be conducted by an independent certified public accountant and in accordance with applicable OMB Circulars, Government Auditing Standards, and UGMS. Grantee shall procure audit services in compliance with this section, state procurement procedures, as well as with the provisions of UGMS

#### **4.03 Submission of Audit**

Within thirty (30) calendar days of receipt of the audit reports required by the Independent Single or Program-Specific Audit section, Grantee shall submit one copy to the System Agency's Contract Representative identified in the Signature Document and one copy to the OIG at the following address:

Health and Human Services Commission  
Office of Inspector General  
Compliance/Audit, Mail Code 1326  
P.O. Box 85200  
Austin, Texas 78708-5200

Electronic submission to the System Agency should be addressed as indicated in the Signature Document

Electronic submission to HHSC should be addressed as follows:

[Dani.fielding@hhsc.state.tx.us](mailto:Dani.fielding@hhsc.state.tx.us)

If Grantee fails to submit the audit report as required by the Independent Single or Program-Specific Audit section within thirty (30) calendar days of receipt by Grantee of an audit report, Grantee shall be subject to the System Agency sanctions and remedies for non-compliance with this Contract.

## **ARTICLE V AFFIRMATIONS, ASSURANCES AND CERTIFICATIONS**

### **5.01 General Affirmations**

Grantee certifies that, to the extent General Affirmations are incorporated into the Contract under the Signature Document, the General Affirmations have been reviewed and that Grantee is in compliance with each of the requirements reflected therein.

### **5.02 Federal Assurances**

Grantee further certifies that, to the extent Federal Assurances are incorporated into the Contract under the Signature Document, the Federal Assurances have been reviewed and that Grantee is in compliance with each of the requirements reflected therein.

### **5.03 Federal Certifications**

Grantee further certifies, to the extent Federal Certifications are incorporated into the Contract under the Signature Document, that the Federal Certifications have been reviewed, and that Grantee is in compliance with each of the requirements reflected therein. **In addition, Grantee certifies that it is in compliance with all applicable federal laws, rules, or regulations, as they may pertain to this Contract.**

## **ARTICLE VI OWNERSHIP AND INTELLECTUAL PROPERTY**

### **6.01 Ownership**

The System Agency will own, and Grantee hereby assigns to the System Agency, all right, title, and interest in all Deliverables.

### **6.02 Intellectual Property**

- a. The System Agency and Grantee will retain ownership, all rights, title, and interest in and to, their respective pre-existing Intellectual Property. A license to either Party's pre-existing Intellectual Property must be agreed to under this or another contract.
- b. Grantee grants to the System Agency and the State of Texas a royalty-free, paid up, worldwide, perpetual, non-exclusive, non-transferable license to use any Intellectual Property invented or created by Grantee, Grantee's contractor, or a subcontractor in the performance of the Project. Grantee will require its contractors to grant such a license under its contracts.
- c. As used herein, "Intellectual Property" shall mean: inventions and business processes, whether or not patentable; works of authorship; trade secrets; trademarks; service marks; industrial designs; and other intellectual property incorporated in any Deliverable and first created or developed by Grantee, Grantee's contractor or a subcontractor in performing the Project.

## **ARTICLE VII RECORDS, AUDIT, AND DISCLOSURE**

### **7.01 Books and Records**

Grantee will keep and maintain under GAAP or GASB, as applicable, full, true, and complete records necessary to fully disclose to the System Agency, the Texas State Auditor's Office, the United States Government, and their authorized representatives sufficient information to

determine compliance with the terms and conditions of this Contract and all state and federal rules, regulations, and statutes. Unless otherwise specified in this Contract, Grantee will maintain legible copies of this Contract and all related documents for a minimum of seven (7) years after the termination of the contract period or seven (7) years after the completion of any litigation or dispute involving the Contract, whichever is later.

## **7.02 Access to records, books, and documents**

In addition to any right of access arising by operation of law, Grantee and any of Grantee's affiliate or subsidiary organizations, or Subcontractors will permit the System Agency or any of its duly authorized representatives, as well as duly authorized federal, state or local authorities, unrestricted access to and the right to examine any site where business is conducted or Services are performed, and all records, which includes but is not limited to financial, client and patient records, books, papers or documents related to this Contract. If the Contract includes federal funds, federal agencies that will have a right of access to records as described in this section include: the federal agency providing the funds, the Comptroller General of the United States, the General Accounting Office, the Office of the Inspector General, and any of their authorized representatives. In addition, agencies of the State of Texas that will have a right of access to records as described in this section include: the System Agency, HHSC, HHSC's contracted examiners, the State Auditor's Office, the Texas Attorney General's Office, and any successor agencies. Each of these entities may be a duly authorized authority. If deemed necessary by the System Agency or any duly authorized authority, for the purpose of investigation or hearing, Grantee will produce original documents related to this Contract. The System Agency and any duly authorized authority will have the right to audit billings both before and after payment, and all documentation that substantiates the billings. Grantee will include this provision concerning the right of access to, and examination of, sites and information related to this Contract in any Subcontract it awards.

## **7.03 Response/compliance with audit or inspection findings**

- a. Grantee must act to ensure its and its Subcontractor's compliance with all corrections necessary to address any finding of noncompliance with any law, regulation, audit requirement, or generally accepted accounting principle, or any other deficiency identified in any audit, review, or inspection of the Contract and the goods or services provided hereunder. Any such correction will be at Grantee or its Subcontractor's sole expense. Whether Grantee's action corrects the noncompliance will be solely the decision of the System Agency.
- b. As part of the Services, Grantee must provide to HHSC upon request a copy of those portions of Grantee's and its Subcontractors' internal audit reports relating to the Services and Deliverables provided to the State under the Contract.

## **7.04 SAO Audit**

Grantee understands that acceptance of funds directly under the Contract or indirectly through a Subcontract under the Contract acts as acceptance of the authority of the State Auditor's Office (SAO), or any successor agency, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the SAO must provide the SAO with access to any information the SAO considers relevant to the investigation or audit. Grantee agrees to cooperate fully with the SAO

or its successor in the conduct of the audit or investigation, including providing all records requested. Grantee will ensure that this clause concerning the authority to audit funds received indirectly by Subcontractors through Grantee and the requirement to cooperate is included in any Subcontract it awards.

#### **7.05 Confidentiality**

Any specific confidentiality agreement between the Parties takes precedent over the terms of this section. To the extent permitted by law, Grantee agrees to keep all information confidential, in whatever form produced, prepared, observed, or received by Grantee. The provisions of this section remain in full force and effect following termination or cessation of the services performed under this Contract.

#### **7.06 Public Information Act**

Information related to the performance of this Contract may be subject to the PIA and will be withheld from public disclosure or released only in accordance therewith. Grantee must make all information not otherwise excepted from disclosure under the PIA available in portable document file (".pdf") format or any other format agreed between the Parties.

### **ARTICLE VIII CONTRACT MANAGEMENT AND EARLY TERMINATION**

#### **8.01 Contract Management**

To ensure full performance of the Contract and compliance with applicable law, the System Agency may take actions including:

- a. Suspending all or part of the Contract;
- b. Requiring the Grantee to take specific corrective actions in order to remain in compliance with term of the Contract;
- c. Recouping payments made to the Grantee found to be in error;
- d. Suspending, limiting, or placing conditions on the continued performance of the Project;
- e. Imposing any other remedies authorized under this Contract; and
- f. Imposing any other remedies, sanctions or penalties permitted by federal or state statute, law, regulation, or rule.

#### **8.02 Termination for Convenience**

The System Agency may terminate the Contract at any time when, in its sole discretion, the System Agency determines that termination is in the best interests of the State of Texas. The termination will be effective on the date specified in HHSC's notice of termination.

#### **8.03 Termination for Cause**

Except as otherwise provided by the U.S. Bankruptcy Code, or any successor law, the System Agency may terminate the Contract, in whole or in part, upon either of the following conditions:

##### **a. Material Breach**

The System Agency will have the right to terminate the Contract in whole or in part if the System Agency determines, at its sole discretion, that Grantee has materially breached the Contract or has failed to adhere to any laws, ordinances, rules, regulations or orders of any public authority having jurisdiction and such violation prevents or substantially impairs performance of Grantee's duties under the Contract. Grantee's misrepresentation in any aspect of Grantee's

Solicitation Response, if any or Grantee's addition to the Excluded Parties List System (EPLS) will also constitute a material breach of the Contract.

**b. Failure to Maintain Financial Viability**

The System Agency may terminate the Contract if, in its sole discretion, the System Agency has a good faith belief that Grantee no longer maintains the financial viability required to complete the Services and Deliverables, or otherwise fully perform its responsibilities under the Contract.

**8.04 Equitable Settlement**

Any early termination under this Article will be subject to the equitable settlement of the respective interests of the Parties up to the date of termination.

**ARTICLE IX MISCELLANEOUS PROVISIONS**

**9.01 Amendment**

The Contract may only be amended by an Amendment executed by both Parties.

**9.02 Insurance**

Unless otherwise specified in this Contract, Grantee will acquire and maintain, for the duration of this Contract, insurance coverage necessary to ensure proper fulfillment of this Contract and potential liabilities thereunder with financially sound and reputable insurers licensed by the Texas Department of Insurance, in the type and amount customarily carried within the industry as determined by the System Agency. Grantee will provide evidence of insurance as required under this Contract, including a schedule of coverage or underwriter's schedules establishing to the satisfaction of the System Agency the nature and extent of coverage granted by each such policy, upon request by the System Agency. In the event that any policy is determined by the System Agency to be deficient to comply with the terms of this Contract, Grantee will secure such additional policies or coverage as the System Agency may reasonably request or that are required by law or regulation. If coverage expires during the term of this Contract, Grantee must produce renewal certificates for each type of coverage.

These and all other insurance requirements under the Contract apply to both Grantee and its Subcontractors, if any. Grantee is responsible for ensuring its Subcontractors' compliance with all requirements.

**9.03 Legal Obligations**

Grantee will comply with all applicable federal, state, and local laws, ordinances, and regulations, including all federal and state accessibility laws relating to direct and indirect use of information and communication technology. Grantee will be deemed to have knowledge of all applicable laws and regulations and be deemed to understand them. In addition to any other act or omission that may constitute a material breach of the Contract, failure to comply with this Section may also be a material breach of the Contract.

**9.04 Permitting and Licensure**

At Grantee's sole expense, Grantee will procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, insurance, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Grantee to provide

the goods or Services required by this Contract. Grantee will be responsible for payment of all taxes, assessments, fees, premiums, permits, and licenses required by law. Grantee agrees to be responsible for payment of any such government obligations not paid by its contractors or subcontractors during performance of this Contract.

#### **9.05 Indemnity**

**TO THE EXTENT ALLOWED BY LAW, GRANTEE WILL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE STATE OF TEXAS AND ITS OFFICERS AND EMPLOYEES, AND THE SYSTEM AGENCY AND ITS OFFICERS AND EMPLOYEES, FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDINGS, COSTS, DAMAGES, AND LIABILITIES, INCLUDING ATTORNEYS' FEES AND COURT COSTS ARISING OUT OF, OR CONNECTED WITH, OR RESULTING FROM:**

- a. GRANTEE'S PERFORMANCE OF THE CONTRACT, INCLUDING ANY NEGLIGENT ACTS OR OMISSIONS OF GRANTEE, OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF GRANTEE, OR ANY THIRD PARTY UNDER THE CONTROL OR SUPERVISION OF GRANTEE, IN THE EXECUTION OR PERFORMANCE OF THIS CONTRACT; OR**
- b. ANY BREACH OR VIOLATION OF A STATUTE, ORDINANCE, GOVERNMENTAL REGULATION, STANDARD, RULE, OR BREACH OF CONTRACT BY GRANTEE, ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF GRANTEE, OR ANY THIRD PARTY UNDER THE CONTROL OR SUPERVISION OF GRANTEE, IN THE EXECUTION OR PERFORMANCE OF THIS CONTRACT; OR**
- c. EMPLOYMENT OR ALLEGED EMPLOYMENT, INCLUDING CLAIMS OF DISCRIMINATION AGAINST GRANTEE, ITS OFFICERS, OR ITS AGENTS; OR**
- d. WORK UNDER THIS CONTRACT THAT INFRINGES OR MISAPPROPRIATES ANY RIGHT OF ANY THIRD PERSON OR ENTITY BASED ON COPYRIGHT, PATENT, TRADE SECRET, OR OTHER INTELLECTUAL PROPERTY RIGHTS.**

**GRANTEE WILL COORDINATE ITS DEFENSE WITH THE SYSTEM AGENCY AND ITS COUNSEL. THIS PARAGRAPH IS NOT INTENDED TO AND WILL NOT BE CONSTRUED TO REQUIRE GRANTEE TO INDEMNIFY OR HOLD HARMLESS THE STATE OR THE SYSTEM AGENCY FOR ANY CLAIMS OR LIABILITIES RESULTING SOLELY FROM THE GROSS NEGLIGENCE OF THE SYSTEM AGENCY OR ITS EMPLOYEES. THE PROVISIONS OF THIS SECTION WILL SURVIVE TERMINATION OF THIS CONTRACT.**

#### **9.06 Assignments**

Grantee may not assign all or any portion of its rights under, interests in, or duties required under this Contract without prior written consent of the System Agency, which may be withheld or granted at the sole discretion of the System Agency. Except where otherwise agreed in writing by the System Agency, assignment will not release Grantee from its obligations under the Contract.

Grantee understands and agrees the System Agency may in one or more transactions assign, pledge, or transfer the Contract. This assignment will only be made to another State agency or a non-state agency that is contracted to perform agency support.

## **9.07 Relationship of the Parties**

Grantee is, and will be, an independent contractor and, subject only to the terms of this Contract, will have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract will be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create for the System Agency any liability whatsoever with respect to the indebtedness, liabilities, and obligations of Grantee or any other Party.

Grantee will be solely responsible for, and the System Agency will have no obligation with respect to:

- a. Payment of Grantee's employees for all Services performed;
- b. Wnsuring each of its employees, agents, or Subcontractors who provide Services or Deliverables under the Contract are properly licensed, certified, or have proper permits to perform any activity related to the Work;
- c. Withholding of income taxes, FICA, or any other taxes or fees;
- d. Industrial or workers' compensation insurance coverage;
- e. Participation in any group insurance plans available to employees of the State of Texas;
- f. Participation or contributions by the State to the State Employees Retirement System;
- g. Accumulation of vacation leave or sick leave; or
- h. Unemployment compensation coverage provided by the State.

## **9.08 Technical Guidance Letters**

In the sole discretion of the System Agency, and in conformance with federal and state law, the System Agency may issue instructions, clarifications, or interpretations as may be required during Work performance in the form of a Technical Guidance Letter. A TGL must be in writing, and may be delivered by regular mail, electronic mail, or facsimile transmission. Any TGL issued by the System Agency will be incorporated into the Contract by reference herein for all purposes when it is issued.

## **9.09 Governing Law and Venue**

This Contract and the rights and obligations of the Parties hereto will be governed by, and construed according to, the laws of the State of Texas, exclusive of conflicts of law provisions. Venue of any suit brought under this Contract will be in a court of competent jurisdiction in Travis County, Texas unless otherwise elected by the System Agency. Grantee irrevocably waives any objection, including any objection to personal jurisdiction or the laying of venue or based on the grounds of forum non conveniens, which it may now or hereafter have to the bringing of any action or proceeding in such jurisdiction in respect of this Contract or any document related hereto. Severability

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract will be construed as if such provision did not exist and the non-enforceability of such provision will not be held to render any other provision or provisions of this Contract unenforceable.

## **9.10 Survivability**

Termination or expiration of this Contract or a Contract for any reason will not release either party from any liabilities or obligations in this Contract that the parties have expressly agreed will survive any such termination or expiration, remain to be performed, or by their nature would be intended to be applicable following any such termination or expiration, including maintaining confidentiality of information and records retention.

## **9.11 Force Majeure**

Except with respect to the obligation of payments under this Contract, if either of the Parties, after a good faith effort, is prevented from complying with any express or implied covenant of this Contract by reason of war; terrorism; rebellion; riots; strikes; acts of God; any valid order, rule, or regulation of governmental authority; or similar events that are beyond the control of the affected Party (collectively referred to as a "Force Majeure"), then, while so prevented, the affected Party's obligation to comply with such covenant will be suspended, and the affected Party will not be liable for damages for failure to comply with such covenant. In any such event, the Party claiming Force Majeure will promptly notify the other Party of the Force Majeure event in writing and, if possible, such notice will set forth the extent and duration thereof.

## **9.12 No Waiver of Provisions**

Neither failure to enforce any provision of this Contract nor payment for services provided under it constitute waiver of any provision of the Contract.

## **9.13 Publicity**

Except as provided in the paragraph below, Grantee must not use the name of, or directly or indirectly refer to, the System Agency, the State of Texas, or any other State agency in any media release, public announcement, or public disclosure relating to the Contract or its subject matter, including in any promotional or marketing materials, customer lists, or business presentations.

Grantee may publish, at its sole expense, results of Grantee performance under the Contract with the System Agency's prior review and approval, which the System Agency may exercise at its sole discretion. Any publication (written, visual, or sound) will acknowledge the support received from the System Agency and any Federal agency, as appropriate.

## **9.14 Prohibition on Non-compete Restrictions**

Grantee will not require any employees or Subcontractors to agree to any conditions, such as non-compete clauses or other contractual arrangements that would limit or restrict such persons or entities from employment or contracting with the State of Texas.

## **9.15 No Waiver of Sovereign Immunity**

Nothing in the Contract will be construed as a waiver of sovereign immunity by the System Agency.

## **9.16 Entire Contract and Modification**

The Contract constitutes the entire agreement of the Parties and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Any

additional or conflicting terms in any future document incorporated into the Contract will be harmonized with this Contract to the extent possible by the System Agency.

### **9.17 Counterparts**

This Contract may be executed in any number of counterparts, each of which will be an original, and all such counterparts will together constitute but one and the same Contract.

### **9.18 Proper Authority**

Each Party hereto represents and warrants that the person executing this Contract on its behalf has full power and authority to enter into this Contract. Any Services or Work performed by Grantee before this Contract is effective or after it ceases to be effective are performed at the sole risk of Grantee with respect to compensation.

### **9.19 Employment Verification**

Grantee will confirm the eligibility of all persons employed during the contract term to perform duties within Texas and all persons, including subcontractors, assigned by the contractor to perform work pursuant to the Contract.

### **9.20 Civil Rights**

- a. Grantee agrees to comply with state and federal anti-discrimination laws, including:
  1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d *et seq.*);
  2. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794);
  3. Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*);
  4. Age Discrimination Act of 1975 (42 U.S.C. §§6101-6107);
  5. Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681-1688);
  6. Food and Nutrition Act of 2008 (7 U.S.C. §2011 *et seq.*); and
  7. The System Agency's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Agreement.

Grantee agrees to comply with all amendments to the above-referenced laws, and all requirements imposed by the regulations issued pursuant to these laws. These laws provide in part that no persons in the United States may, on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion, be excluded from participation in or denied any aid, care, service or other benefits provided by Federal or State funding, or otherwise be subjected to discrimination.

- b. Grantee agrees to comply with Title VI of the Civil Rights Act of 1964, and its implementing regulations at 45 C.F.R. Part 80 or 7 C.F.R. Part 15, prohibiting a contractor from adopting and implementing policies and procedures that exclude or have the effect of excluding or limiting the participation of clients in its programs, benefits, or activities on the basis of national origin. State and federal civil rights laws require contractors to provide alternative methods for ensuring access to services for applicants and recipients who cannot express themselves fluently in English. Grantee agrees to take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

- c. Grantee agrees to post applicable civil rights posters in areas open to the public informing clients of their civil rights and including contact information for the HHS Civil Rights Office. The posters are available on the HHS website at: [http://www.hhsc.state.tx.us/about\\_hhsc/civil-rights/brochures-posters.shtml](http://www.hhsc.state.tx.us/about_hhsc/civil-rights/brochures-posters.shtml)
- d. Grantee agrees to comply with Executive Order 13279, and its implementing regulations at 45 C.F.R. Part 87 or 7 C.F.R. Part 16. These provide in part that any organization that participates in programs funded by direct financial assistance from the United States Department of Agriculture or the United States Department of Health and Human Services shall not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- e. Upon request, Grantee will provide HHSC Civil Rights Office with copies of all of the Grantee's civil rights policies and procedures.
- f. Grantee must notify HHSC's Civil Rights Office of any civil rights complaints received relating to its performance under this Agreement. This notice must be delivered no more than ten (10) calendar days after receipt of a complaint. Notice provided pursuant to this section must be directed to:

HHSC Civil Rights Office  
701 W. 51<sup>st</sup> Street, Mail Code W206  
Austin, Texas 78751  
Phone Toll Free: (888) 388-6332  
Phone: (512) 438-4313  
TTY Toll Free: (877) 432-7232  
Fax: (512) 438-5885.

**APPENDIX E: HHSC Special Conditions, Version 1.0**



HHSC Special  
Conditions 1 0.pdf



**Health and Human Services Commission  
Special Conditions  
Version 1.0**

## TABLE OF CONTENTS

<b>ARTICLE I. SPECIAL DEFINITIONS .....</b>	<b>1</b>
<b>ARTICLE II. GENERAL PROVISIONS.....</b>	<b>2</b>
2.01 Controlling Order .....	2
2.02 Inducements .....	2
2.03 Delegation of Authority .....	3
2.04 Other System Agencies Participation in the Contract .....	3
2.05 Most Favored Customer .....	3
2.06 Assumption After Assignment .....	4
2.07 Cooperation with HHSC Vendors .....	4
2.08 Renegotiation and Reprocurement Rights .....	4
2.09 Solicitation Errors.....	4
<b>ARTICLE III. PROHIBITION AGAINST PERFORMANCE OUTSIDE OF THE UNITED STATES.....</b>	<b>4</b>
3.01 Authority.....	4
3.02 Prohibition .....	4
3.03 Exception .....	5
3.04 Remedy .....	5
<b>ARTICLE IV. CONTRACTOR PERSONNEL AND SUBCONTRACTORS .....</b>	<b>5</b>
4.01 Qualifications.....	5
4.02 Conduct and Removal .....	5
4.03 No Authority.....	6
4.04 E-Verify .....	6
4.05 Subcontractors Not Identified in the Solicitation Response .....	6
<b>ARTICLE V. PERFORMANCE.....</b>	<b>6</b>
5.01 Measurement .....	6
<b>ARTICLE VI. AMENDMENTS AND MODIFICATIONS.....</b>	<b>7</b>
6.01 Formal Procedure .....	7
6.02 Minor Administrative Changes .....	7
6.03 Technical Guidance Letters .....	7
<b>ARTICLE VII. AUDITS AND RECORDS .....</b>	<b>7</b>
7.01 Record Retention .....	7
7.02 Access and Accommodation .....	8
7.03 Response to Audits or Inspection Findings .....	8
<b>ARTICLE VIII. PAYMENT .....</b>	<b>8</b>
8.01 Duty to Make Payment .....	8
<b>ARTICLE IX. CONFIDENTIALITY .....</b>	<b>9</b>

9.01 Requests for Public Information.....	9
9.02 Consultant Disclosure.....	9
9.03 Other Confidential Information .....	9
<b>ARTICLE X.DISPUTES AND REMEDIES.....</b>	<b>10</b>
10.01 Agreement of the Parties .....	10
10.02 Operational Remedies.....	10
10.03 Equitable Remedies .....	11
10.04 Continuing Duty to Perform .....	11
<b>ARTICLE XI. DAMAGES.....</b>	<b>11</b>
11.01 Availability and Assessment .....	11
11.02 Specific Items of Liability .....	11
<b>ARTICLE XII. TURNOVER.....</b>	<b>12</b>
12.01 Turnover Plan .....	12
12.02 Turnover Assistance .....	12
<b>ARTICLE XIII. ADDITIONAL LICENSE AND OWNERSHIP PROVISIONS .....</b>	<b>13</b>
13.01 HHSC Additional Rights .....	13
13.02 Third Party Software .....	13
13.03 Software and Ownership Rights. ....	13
<b>ARTICLE XIV. MISCELLANEOUS PROVISIONS .....</b>	<b>13</b>
14.01 Ability to Perform.....	13
14.02 Continuing Duty to Disclose .....	14
14.03 Conflicts of Interest .....	14
14.04 Flow Down Provisions .....	14
14.05 Recruitment Prohibition .....	14
14.06 Manufacturer’s Warranties .....	14
14.07 Cooperation with HHSC Designees .....	15
14.08 Notice of Litigation or Contract Action .....	15

## **HHSC SPECIAL CONDITIONS**

The terms and conditions of these Special Conditions are incorporated into and made a part of the Contract. Capitalized items used in these Special Conditions and not otherwise defined have the meanings assigned to them in HHSC Uniform Terms and Conditions – Vendor, Version 2.12

### **ARTICLE I. SPECIAL DEFINITIONS**

**“Conflict of Interest”** means a set of facts or circumstances, a relationship, or other situation under which Contractor, a Subcontractor, or individual has past, present, or currently planned personal or financial activities or interests that either directly or indirectly: (1) impairs or diminishes the Contractor’s, or Subcontractor’s ability to render impartial or objective assistance or advice to the HHSC; or (2) provides the Contractor or Subcontractor an unfair competitive advantage in future HHSC procurements.

**“Contractor Agents”** means Contractor’s representatives, employees, officers, Subcontractors, as well as their employees, contractors, officers, and agents.

**“Custom Software”** means Software developed as a Deliverable or in connection with the Agreement.

**“Data Use Agreement”** means the agreement incorporated into the Contract to facilitate creation, receipt, maintenance, use, disclosure or access to Confidential Information.

**“Federal Financial Participation”** is a program that allows states to receive partial reimbursement for activities that meet certain objectives of the federal government. It is also commonly referred to as the Federal Medical Assistance Percentage (FMAP).

**“Item of Noncompliance”** means Contractor’s acts or omissions that: (1) violate a provision of the Contract; (2) fail to ensure adequate performance of the Work; (3) represent a failure of Contractor to be responsive to a request of HHSC relating to the Work under the Contract.

**“Minor Administrative Change”** refers to a change to the Contract that does not increase the fees or term and done in accordance with Section 6.02 of these Special Conditions.

**“Other Confidential Information”** means any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) provided to or made available to Contractor; or that Contractor may create, receive, maintain, use, disclose or have access to on behalf of HHSC or through performance of the Work, which is not designated as Confidential Information in the Data Use Agreement.

**“Outside the United States”** means any location that is not within the territorial boundaries comprising the republic of the United States of America, including any of the 48 coterminous states in North America, the states of Alaska and Hawaii, and the District of Columbia.

**“Software”** means all operating system and applications software used or created by Contractor to perform the Work under the Contract.

**“State”** means the State of Texas and, unless otherwise indicated or appropriate, will be interpreted to mean HHSC and other agencies of the State of Texas that may participate in the administration of HHSC

Programs; provided, however, that no provision will be interpreted to include any entity other than HHSC as the contracting agency.

**“Third Party Software”** refers to software programs or plug-ins developed by companies or individuals other than Contractor which are used in performance of the Work. It does not include items which are ancillary to the performance of the Work, such as internal systems of Contractor which were deployed by Contractor prior to the Contract and not procured to perform the Work.

**“Turnover”** means the effort necessary to enable HHSC, or its designee, to effectively close out the Contract and move the Work to another vendor or to perform the Work by itself.

**“Turnover Plan”** means the written plan developed by Contractor, approved by HHSC, and to be employed when the Work described in the Contract transfers to HHSC, or its designee, from the Contractor.

**“VUTC”** means HHSC’s Uniform Terms and Conditions – Vendor, Version 2.12

**“WSD”** means the Work, Services, or Deliverables to be performed or provided under the Contract.

## ARTICLE II. GENERAL PROVISIONS

### 2.01 Controlling Order

Unless otherwise agreed, in the event of any conflict or contradiction between or among the provisions of the Contract, the provisions in the documents will control in the following order:

- a. The Signature Document;
- b. These Special Conditions;
- c. HHSC Uniform Terms and Conditions – Vendor;
- d. The Solicitation and any addendums, corrections, and clarifications; then
- e. Contractor’s Solicitation Response and any agreed to modifications.

### 2.02 Inducements

In awarding the Contract, the HHSC relies on Contractor’s assurances of the following:

- a. Contractor and its Subcontractors are established providers of the WSD described in the Solicitation and required under the Contract;
- b. Contractor and its Subcontractors have the skills, qualifications, expertise, financial resources, and experience necessary to perform the WSD in an efficient, cost-effective manner, with a high degree of quality and responsiveness.
- c. Contractor has performed similar WSD for other public or private entities;
- d. Contractor has thoroughly reviewed, analyzed, and understood the Solicitation, has timely raised all questions or objections to the Solicitation or WSD, and has had the opportunity to review and fully understand HHSC’s current program and operating environment for the activities that are the subject of the Contract and the needs and requirements of the State during the Contract term;
- e. Contractor has had the opportunity to review and understand the State’s stated objectives in entering into the Contract and, based on such review and understanding, Contractor currently has

the capability to perform the WSD in accordance with the terms and conditions of the Contract;  
and

- f. Contractor fully understands the risks associated with public health and human service programs administered by HHSC as described in the Solicitation, including the risk of non-appropriation of funds.

### **2.03 Delegation of Authority**

Whenever, by any provision of the Contract, any right, power, or duty is imposed or conferred on HHSC, the right, power, or duty so imposed or conferred is possessed and exercised by HHSC's Executive Commissioner unless such is delegated to duly appointed agents or employees of HHSC. HHSC's Executive Commissioner will reduce any delegation of authority to writing and provide a copy to Contractor on request. The authority delegated to Contractor by HHSC is limited to the terms of the Contract. Contractor may not rely upon implied authority and is not delegated authority under the Contract to:

- a. Make public policy;
- b. Promulgate, amend, or disregard administrative regulations or program policy decisions made by State and federal agencies responsible for administration of HHSC Programs; or
- c. Unilaterally communicate or negotiate with any federal or state agency or the Texas Legislature on behalf of the HHSC regarding HHSC Programs or the Contract. However, upon request and reasonable notice to the Contractor, Contractor will assist HHSC in communications and negotiations regarding the WSD under the Contract with state and federal governments.

### **2.04 Other System Agencies Participation in the Contract**

In addition to providing the WSD specified for HHSC, Contractor agrees to allow other System Agencies the option to participate in the Contract under the same terms and conditions. Each System Agency that elects to obtain WSD under this section will issue a purchase or work order to Contractor, referring to, and incorporating by reference, the terms and conditions specified in the Contract.

System Agencies have no authority to modify the terms of the Contract. However, additional System Agency terms and conditions that do not conflict with the Contract, and are acceptable to the Contractor, may be added in a purchase or work order and given effect. No additional term or condition added in a purchase or work order issued by a System Agency can conflict with or diminish a term or condition of the Contract. In the event of a conflict between a System Agency's purchase or work order and the Contract, the Contract terms control.

### **2.05 Most Favored Customer**

Contractor agrees that if during the term of the Contract, Contractor enters into any agreement with any other governmental customer, or any non-affiliated commercial customer by which it agrees to provide equivalent services at lower prices, or additional services at comparable prices, Contractor will notify HHSC within (10) business days from the date Contractor executes any such agreement. Contractor agrees, at HHSC's option, to amend the Contract to accord equivalent advantage to HHSC.

## **2.06 Assumption After Assignment**

As authorized in the VUTC, each party to whom an assignment is made must assume all or any part of Contractor's interests in the Contract, the WSD, and any documents executed with respect to the Contract, including, without limitation, the assignor's obligation for all or any portion of the purchase payments, in whole or in part.

## **2.07 Cooperation with HHSC Vendors**

At HHSC's request, Contractor will allow parties interested in responding to other HHSC solicitations to have reasonable access during normal business hours to the WSD, software, systems documentation, and site visits to the Contractor's facilities. Contractor may elect to have such parties inspecting the WSD, facilities, software or systems documentation to agree to use the information so obtained only in the State of Texas and only for the purpose of responding to the relevant HHSC solicitation.

## **2.08 Renegotiation and Reprocurement Rights**

Notwithstanding anything in the Contract to the contrary, HHSC may at any time during the term of the Contract exercise the option to notify Contractor that HHSC has elected to renegotiate certain terms of the Contract. Upon Contractor's receipt of any notice under this section, Contractor and HHSC will undertake good faith negotiations of the subject terms of the Contract.

HHSC may at any time issue solicitation instruments to other potential contractors for performance of any portion of the WSD covered by the Contract, including services similar or comparable to the WSD, performed by Contractor under the Contract. If HHSC elects to procure the WSD, or any portion thereof, from another vendor in accordance with this section, HHSC will have the termination rights set forth in the VUTC.

## **2.09 Solicitation Errors**

Contractor will not take advantage of any errors or omissions in the Solicitation or the resulting Contract. Contractor must promptly notify HHSC of any errors or omissions that are discovered. Failure to notify HHSC of any errors will constitute a waiver of those errors.

# **ARTICLE III. PROHIBITION AGAINST PERFORMANCE OUTSIDE OF THE UNITED STATES**

## **3.01 Authority**

HHSC is responsible for the development and implementation of Software and hardware to support HHSC programs, which are paid for in whole or in part with State and federal funds. Accordingly, such Software and hardware may be subject to statutory restrictions on the export of technology to foreign nations, including but not limited to the Export Administration Regulations contained in 15 C.F.R. Parts 730-774.

## **3.02 Prohibition**

Contractor agrees that, unless specifically authorized in writing by HHSC:

- (1) All WSD under this Contract, including that of Subcontracts, will be performed exclusively within the United States. This obligation includes, but is not limited to, information technology services, processing, transmission, storage, archiving, data center services, disaster recovery sites and services, customer support, medical, dental, laboratory and clinical services, services related to Custom Software, and all modifications of Custom Software, Third Party Software, or vendor proprietary software;
- (2) All information obtained by Contractor or a Subcontractor under this Contract shall be maintained within the United States; and shall not leave the United States by any means (physical or electronic) at any time; and
- (3) Contractor shall not permit any person or entity at a location Outside The United States to have remote access to any of the WSD under the Contract without HHSC's written approval.

### **3.03 Exception**

The prohibition against WSD Outside the United States does not preclude the acquisition or use of commercial off-the-shelf (COTS) software that is developed Outside the United States or hardware that is generically configured Outside the United States. The prohibition against WSD Outside the United States does not preclude Contractor from acquiring or using products or supplies that are manufactured Outside the United States, provided such products or supplies are commercially available within the United States for acquisition.

### **3.04 Remedy**

Contractor's violation of this section will constitute a material breach of the Contract. Contractor will be liable to HHSC for all damages in accordance with the Contract.

## **ARTICLE IV. CONTRACTOR PERSONNEL AND SUBCONTRACTORS**

### **4.01 Qualifications**

Contractor agrees to maintain the organizational and administrative capacity and capabilities proposed in its response to the Solicitation, as modified, to carry out all duties and responsibilities under the Contract. Contractor Agents assigned to perform the duties and responsibilities under the Contract must be and remain properly trained and qualified for the functions they are to perform. Notwithstanding the transfer or turnover of personnel, Contractor remains obligated to perform all duties and responsibilities under the Contract without degradation and in strict accordance with the terms of the Contract.

### **4.02 Conduct and Removal**

While performing the WSD under the Contract, Contractor Agents must comply with applicable Contract terms, State and federal rules, regulations, HHSC's policies, and HHSC's requests regarding personal and professional conduct; and otherwise conduct themselves in a businesslike and professional manner.

If HHSC determines in good faith that a particular Contractor Agent is not conducting himself or herself in accordance with the terms of the Contract, HHSC may provide Contractor with notice and documentation regarding its concerns. Upon receipt of such notice, Contractor must promptly investigate the matter and, at HHSC's election, take appropriate action that may include removing the Contractor Agent from

performing any WSD under the Contract and replacing the Contractor Agent with a similarly qualified individual acceptable to HHSC as soon as reasonably practicable or as otherwise agreed to by HHSC.

#### **4.03 No Authority**

Contractor Agents are not employees of HHSC or the State of Texas and are considered Contractor's employees for all purposes. Except as provided in the Contract, neither Contractor nor any of Contractor Agents may act in any sense as agents or representatives of HHSC or the State of Texas.

#### **4.04 E-Verify**

By entering into this Contract, Contractor certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's E-Verify system to determine the eligibility of:

- (1) All persons employed to WSD within the State of Texas, during the term of the Contract; and
- (2) All Contractor Agents assigned by Contractor to perform WSD pursuant to the Contract, within the United States of America.

#### **4.05 Subcontractors Not Identified in the Solicitation Response**

Prior to entering into a Subcontract, Contractor must identify any Subcontractor that is a newly-formed subsidiary or entity, whether or not an affiliate of Contractor, substantiate the proposed Subcontractor's ability to perform the subcontracted WSD, and certify to HHSC that no loss of WSD will occur as a result of the performance of such Subcontractor.

At HHSC's request, prior to executing a Subcontract with a value greater than \$100,000.00, Contractor must submit a copy of the Subcontract to HHSC for review and approval. HHSC reserves the right to:

- (1) Reject the Subcontract or require changes to any provisions that do not comply with the requirements, duties, or responsibilities of the Contract or that create significant barriers for HHSC to monitor compliance with the Contract;
- (2) Object to the selection of the Subcontractor; or
- (3) Object to the subcontracting of the WSD proposed to be subcontracted.

### **ARTICLE V. PERFORMANCE**

#### **5.01 Measurement**

Satisfactory performance of the Contract, unless otherwise specified in the Contract, will be measured by:

- (1) Compliance with Contract requirements, including all representations and warranties;
- (2) Compliance with the WSD requested in the Solicitation and WSD proposed by Contractor in its response to the Solicitation and approved by HHSC;
- (3) Delivery of WSD in accordance with the service levels proposed by Contractor in the Solicitation Response as accepted by HHSC;
- (4) Results of audits, inspections, or quality checks performed by the HHSC or its designee;

- (5) Timeliness, completeness, and accuracy of WSD; and
- (6) Achievement of specific performance measures and incentives as applicable.

## **ARTICLE VI. AMENDMENTS AND MODIFICATIONS**

### **6.01 Formal Procedure**

No different or additional WSD or contractual obligations will be authorized or performed unless contemplated within the Scope of Work and memorialized in an amendment or modification of the Contract that is executed in compliance with this Article. No waiver of any term, covenant, or condition of the Contract will be valid unless executed in compliance with this Article. Contractor will not be entitled to payment for WSD that is not authorized by a properly executed Contract amendment or modification, or through the express written authorization of HHSC.

Any changes to the Contract that results in a change to either the term, fees, or significantly impacting the obligations of the parties to the Contract must be effectuated by a formal Amendment to the Contract. Such Amendment must be signed by the appropriate and duly authorized representative of each party in order to have any effect.

### **6.02 Minor Administrative Changes**

HHSC's designee, referred to as the Contract Manager, Project Sponsor, or other equivalent, in the Contract, is authorized to provide written approval of mutually agreed upon Minor Administrative Changes to the WSD or the Contract that do not increase the fees or term. Changes that increase the fees or term must be accomplished through the formal amendment procedure, as set forth in Section 6.01 of these Special Conditions. Upon approval of a Minor Administrative Change, HHSC and Contractor will maintain written notice that the change has been accepted in their Contract files.

### **6.03 Technical Guidance Letters**

Notwithstanding anything to the contrary in the Contract, Technical Guidance Letters ("TGL") as provided by the VUTC will not act as an Amendment or modification to the Contract to the extent such affect price or term of the Contract. Such TGLs are interpretive and instructional only and are not authorized to extend the term, modify the fees or other payment arrangements, increase the Contract total value, or materially change the substance of the WSD.

## **ARTICLE VII. AUDITS AND RECORDS**

### **7.01 Record Retention**

Contractor will comply with the records retention schedule approved by the Texas State Library and Archives Commission, unless a longer period is specified in the Contract. Contractor acknowledges that such schedule may be amended or modified from time to time and agrees to give any such modification or amendment full effect. The current approved schedule is published at <https://www.tsl.texas.gov/sites/default/files/public/tslac/slrn/state/schedules/529.PDF>. It is Contractor's

responsibility to monitor the Texas State Library and Archives Commission's approval of HHSC's record retention schedules.

#### **7.02 Access and Accommodation**

In providing the access required by the VUTC for records and audits, Contractor will provide access to records, books, and documents in reasonable comfort and will provide any furnishings, equipment, or other conveniences necessary to enable complete and unfettered access to records, books, and documents to HHSC and any of its duly authorized representatives, as well as duly authorized federal, state or local authorities. Contractor will require Contractor Agents to provide comparable accommodations. Upon request, Contractor will provide copies of records, books, and documents free of charge to HHSC and any of its duly authorized representatives, as well as duly authorized federal, state or local authorities, including those the entities described in the VUTC.

The access and accommodations set forth in this section will also be provided for Software and equipment used in the performance of the WSD. Contractor will provide reasonable assistance that this section requires to auditors and/or inspectors to complete any audits or inspections related to the WSD.

Contractor will include this section concerning the right of access to, and examination of, sites and information related to this Contract in any Subcontract it awards.

#### **7.03 Response to Audits or Inspection Findings**

Contractor will take all action to ensure it, or a Contractor Agent, complies with any finding of noncompliance relating to the WSD or any other deficiency contained in any audit, review, or inspection conducted under the Contract. Contractor will bear the expense of compliance with any finding of noncompliance under the Contract that is:

- (1) Required by a Texas or federal law, regulation, rule or other audit requirement relating to Contractor's business;
- (2) Performed by Contractor as part of the WSD; or
- (3) Necessary due to Contractor's noncompliance with any law, regulation, rule or audit requirement imposed on Contractor.

### **ARTICLE VIII. PAYMENT**

#### **8.01 Duty to Make Payment**

HHSC will be relieved of its obligation to make any payments to Contractor until such time as any and all set-off amounts have been credited to HHSC. If HHSC disputes payment of all or any portion of an invoice from Contractor, HHSC will notify the Contractor of the dispute and both Parties will attempt in good faith to resolve the dispute in accordance with these Special Conditions. HHSC will not be required to pay any disputed portion of a Contractor invoice unless, and until, the dispute is resolved. Notwithstanding any such dispute, Contractor will continue to perform the WSD in compliance with the terms of the Contract pending resolution of such dispute so long as all undisputed amounts continue to be paid to Contractor.

## **ARTICLE IX. CONFIDENTIALITY**

### **9.01 Requests for Public Information**

HHSC will, as permitted by law and as practicable considering HHSC's resources, notify Contractor of a request for disclosure of public information related to the Contract filed in accordance with the Texas Public Information Act, Texas Government Code Chapter 552 ("PIA"). In the event Contractor believes the requested information should be protected under the PIA, Contractor will comply with PIA requirements pertaining to that information and will provide HHSC with copies of all such documentation required to support its request for nondisclosure. Contractor must make public information not otherwise excepted from disclosure under the PIA available to HHSC at no additional charge to HHSC.

To the extent authorized under the PIA, HHSC will safeguard from disclosure information received from Contractor that Contractor believes to be confidential. Contractor must clearly mark each page of such information as "Contractor Confidential Information" and provide written notice to HHSC that it considers the information confidential in accordance with the PIA. Contractor's designation or marking of information in this manner does not act, and should not be construed, as an agreement or other consent by HHSC that such information is actually confidential pursuant to the PIA.

### **9.02 Consultant Disclosure**

Contractor agrees that any consultant reports received by HHSC in connection with the Contract may be distributed by HHSC, in its discretion, to any other state agency and the Texas legislature. Any distribution may include posting on HHSC's website or the website of a standing committee of the Texas Legislature.

### **9.03 Other Confidential Information**

HHSC prohibits the unauthorized disclosure of Other Confidential Information. Contractor and all Contractor Agents will not disclose or use any Other Confidential Information in any manner except as is necessary for the WSD or the proper discharge of obligations and securing of rights under the Contract. Contractor will have a system in effect to protect Other Confidential Information. Any disclosure or transfer of Other Confidential Information by Contractor, including information requested to do so by HHSC, will be in accordance with the Contract. If Contractor receives a request for Other Confidential Information, Contractor will immediately notify HHSC of the request, and will make reasonable efforts to protect the Other Confidential Information from disclosure until further instructed by the HHSC.

Contractor will notify HHSC promptly of any unauthorized possession, use, knowledge, or attempt thereof, of any Other Confidential Information by any person or entity that may become known to Contractor. Contractor will furnish to HHSC all known details of the unauthorized possession, use, or knowledge, or attempt thereof, and use reasonable efforts to assist HHSC in investigating or preventing the reoccurrence of any unauthorized possession, use, or knowledge, or attempt thereof, of Other Confidential Information.

HHSC will have the right to recover from Contractor all damages and liabilities caused by or arising from Contractor or Contractor Agents' failure to protect HHSC's Confidential Information as required by this section.

**IN COORDINATION WITH THE INDEMNITY PROVISIONS CONTAINED IN THE VUTC, CONTRACTOR WILL INDEMNIFY AND HOLD HARMLESS HHSC FROM ALL DAMAGES, COSTS, LIABILITIES, AND EXPENSES (INCLUDING WITHOUT LIMITATION REASONABLE ATTORNEYS' FEES**

**AND COSTS) CAUSED BY OR ARISING FROM CONTRACTOR OR CONTRACTOR AGENTS FAILURE TO PROTECT OTHER CONFIDENTIAL INFORMATION. CONTRACTOR WILL FULFILL THIS PROVISION WITH COUNSEL APPROVED BY HHSC.**

## **ARTICLE X. DISPUTES AND REMEDIES**

### **10.01 Agreement of the Parties**

The Parties agree that the interests of fairness, efficiency, and good business practices are best served when the Parties employ all reasonable and informal means to resolve any dispute under the Contract before resorting to formal dispute resolution processes otherwise provided in the Contract. The Parties will use all reasonable and informal means of resolving disputes prior to invoking a remedy provided elsewhere in the Contract, unless HHSC immediately terminates the Contract in accordance with the terms and conditions of the Contract.

Any dispute, that in the judgment of any Party to the Agreement, may materially affect the performance of any Party will be reduced to writing and delivered to the other Party within 10 business days after the dispute arises. The Parties must then negotiate in good faith and use every reasonable effort to resolve the dispute at the managerial or executive levels prior to initiating formal proceedings pursuant to the VUTC and Texas Government Code §2260, unless a Party has reasonably determined that a negotiated resolution is not possible and has so notified the other Party. The resolution of any dispute disposed of by agreement between the Parties will be reduced to writing and delivered to all Parties within 10 business days of such resolution.

### **10.02 Operational Remedies**

The remedies described in this section may be used or pursued by HHSC in the context of the routine operation of the Contract and are directed to Contractor's timely and responsive performance of the WSD as well as the creation of a flexible and responsive relationship between the Parties. Contractor agrees that HHSC may pursue operational remedies for Items of Noncompliance with the Contract. At any time, and at its sole discretion, HHSC may impose or pursue one or more said remedies for each Item of Noncompliance. HHSC will determine operational remedies on a case-by-case basis which include, but are not, limited to:

- 1) Requesting a detailed Corrective Action Plan, subject to HHSC approval, to correct and resolve a deficiency or breach of the Contract;
- 2) Require additional or different corrective action(s) of HHSC's choice;
- 3) Suspension of all or part of the Contract or WSD;
- 4) Prohibit Contractor from incurring additional obligations under the Contract;
- 5) Issue stop Work Orders;
- 6) Assessment of liquidated damages as provided in the Contract;
- 7) Accelerated or additional monitoring;
- 8) Withholding of payments; and
- 9) Additional and more detailed programmatic and financial reporting.

HHSC's pursuit or non-pursuit of an operational remedy does not constitute a waiver of any other remedy that HHSC may have at law or equity; excuse Contractor's prior substandard performance, relieve

Contractor of its duty to comply with performance standards, or prohibit HHSC from assessing additional operational remedies or pursuing other appropriate remedies for continued substandard performance.

HHSC will provide notice to Contractor of the imposition of an operational remedy in accordance with this section, with the exception of accelerated monitoring, which may be unannounced. HHSC may require Contractor to file a written response as part of the operational remedy approach.

### **10.03 Equitable Remedies**

Contractor acknowledges that if, Contractor breaches, attempts, or threatens to breach, any obligation under the Contract, the State will be irreparably harmed. In such a circumstance, the State may proceed directly to court notwithstanding any other provision of the Contract. If a court of competent jurisdiction finds that Contractor breached, attempted, or threatened to breach any such obligations, Contractor will not oppose the entry of an order compelling performance by Contractor and restraining it from any further breaches, attempts, or threats of breach without a further finding of irreparable injury or other conditions to injunctive relief.

### **10.04 Continuing Duty to Perform**

Neither the occurrence of an event constituting an alleged breach of contract, the pending status of any claim for breach of contract, nor the application of an operational remedy, is grounds for the suspension of performance, in whole or in part, by Contractor of the WSD or any duty or obligation with respect to the Contract.

## **ARTICLE XI. DAMAGES**

### **11.01 Availability and Assessment**

HHSC will be entitled to actual, direct, indirect, incidental, special, and consequential damages resulting from Contractor's failure to comply with any of the terms of the Contract. In some cases, the actual damage to HHSC as a result of Contractor's failure to meet the responsibilities or performance standards of the Contract are difficult or impossible to determine with precise accuracy. Therefore, if provided in the Contract, liquidated damages may be assessed against Contractor for failure to meet any aspect of the WSD or responsibilities of the Contractor. HHSC may elect to collect liquidated damages:

- 1) Through direct assessment and demand for payment to Contractor; or
- 2) By deducting the amounts assessed as liquidated damages against payments owed to Contractor for Work performed. In its sole discretion, HHSC may deduct amounts assessed as liquidated damages as a single lump sum payment or as multiple payments until the full amount payable by the Contractor is received by the HHSC.

### **11.02 Specific Items of Liability**

Contractor bears all risk of loss or damage due to defects in the WSD, unfitness or obsolescence of the WSD, or the negligence or intentional misconduct of Contractor or Contractor Agents. Contractor will ship all equipment and Software purchased and Third Party Software licensed under the Contract, freight prepaid, FOB HHSC's destination. The method of shipment will be consistent with the nature of the items shipped and applicable hazards of transportation to such items. Regardless of FOB point, Contractor bears

all risks of loss, damage, or destruction of the WSD, in whole or in part, under the Contract that occurs prior to acceptance by HHSC. After acceptance by HHSC, the risk of loss or damage will be borne by HHSC; however, Contractor remains liable for loss or damage attributable to Contractor's fault or negligence.

Contractor will protect HHSC's real and personal property from damage arising from Contractor or Contractor Agents performance of the Contract, and Contractor will be responsible for any loss, destruction, or damage to HHSC's property that results from or is caused by Contractor or Contractor Agents' negligent or wrongful acts or omissions. Upon the loss of, destruction of, or damage to any property of HHSC, Contractor will notify HHSC thereof and, subject to direction from HHSC or its designee, will take all reasonable steps to protect that property from further damage. Contractor agrees, and will require Contractor Agents, to observe safety measures and proper operating procedures at HHSC sites at all times. Contractor will immediately report to the HHSC any special defect or an unsafe condition it encounters or otherwise learns about.

**IN COORDINATION WITH THE INDEMNITY PROVISIONS CONTAINED IN THE VUTC, CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR ALL COSTS INCURRED THAT ARE ASSOCIATED WITH INDEMNIFYING THE STATE OF TEXAS OR HHSC WITH RESPECT TO INTELLECTUAL, REAL AND PERSONAL PROPERTY. ADDITIONALLY, HHSC RESERVES THE RIGHT TO APPROVE COUNSEL SELECTED BY CONTRACTOR TO DEFEND HHSC OR THE STATE OF TEXAS AS REQUIRED UNDER THIS SECTION.**

## ARTICLE XII. **TURNOVER**

### 12.01 **Turnover Plan**

HHSC may require Contractor to develop a Turnover Plan at any time during the term of the Contract in HHSC's sole discretion. Contractor must submit the Turnover Plan to HHSC for review and approval. The Turnover Plan must describes Contractor's policies and procedures that will ensure:

- 1) The least disruption in the delivery the WSD during Turnover to HHSC or its designee; and
- 2) Full cooperation with HHSC or its designee in transferring the WSD and the obligations of the Contract.

### 12.02 **Turnover Assistance**

Contractor will provide any assistance and actions reasonably necessary to enable HHSC or its designee to effectively close out the Contract and transfer the WSD and the obligations of the Contract to another vendor or to perform the WSD by itself. Contractor agrees that this obligation survives the termination, regardless of whether for cause or convenience, or the expiration of the Contract and remains in effect until completed to the satisfaction of HHSC.

## **ARTICLE XIII. ADDITIONAL LICENSE AND OWNERSHIP PROVISIONS**

### **13.01 HHSC Additional Rights**

HHSC will have ownership and unlimited rights to use, disclose, duplicate, or publish all information and data developed, derived, documented, or furnished by Contractor under or resulting from the Contract. Such data will include all results, technical information, and materials developed for or obtained by HHSC from Contractor in the performance of the WSD. If applicable, Contractor will reproduce and include HHSC's copyright, proprietary notice, or any product identifications provided by Contractor.

### **13.02 Third Party Software**

Contractor grants HHSC a non-exclusive, perpetual, license for HHSC to use Third Party Software and its associated documentation for its internal business purposes. HHSC will be entitled to use Third Party Software on the equipment or any replacement equipment used by HHSC, and with any replacement Third Party Software chosen by HHSC, without additional expense.

Terms in any licenses for Third Party Software will be consistent with the requirements of this section. Prior to utilizing any Third Party Software product not identified in the Solicitation Response, Contractor will provide HHSC copies of the license agreement from the licensor of the Third Party Software to allow HHSC to, in its discretion, object to the license agreement that must, at a minimum, provide HHSC with necessary rights consistent with the short and long-term goals of the Contract. Contractor will assign to HHSC all licenses for the Third Party Software as necessary to carry out the intent of this section.

Contractor will, during the Contract, maintain any and all Third Party Software at their most current version or no more than one version back from the most current version. However, Contractor will not maintain any Third Party Software versions, including one version back, if notified by HHSC that any such version would prevent HHSC from using any functions, in whole or in part, of HHSC systems or would cause deficiencies in HHSC systems.

### **13.03 Software and Ownership Rights.**

In accordance with 45 C.F.R. Part 95.617, all appropriate federal agencies will have a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, translate, or otherwise use, and to authorize others to use for government purposes all WSD, materials, Custom Software and modifications thereof, source code, associated documentation designed, developed, or installed with Federal Financial Participation under the Contract, including but not limited to those materials covered by copyright.

## **ARTICLE XIV. MISCELLANEOUS PROVISIONS**

### **14.01 Ability to Perform**

In conjunction with the Permitting and Licensure requirements contained in the VUTC, Contractor must remain in good standing with all regulatory agencies throughout the term of the Contract. Failure to remain in good standing with all regulatory agencies constitutes a material breach of Contract. Contractor must maintain the financial resources to fund the capital expenditures required under the Contract without advances by HHSC or assignment of any payments by the HHSC to a financing source.

#### **14.02 Continuing Duty to Disclose**

Contractor acknowledges its continuing obligation to comply with the requirements of any affirmation or certification contained in the Contract, and will immediately notify HHSC of any changes in circumstances affecting those certifications.

#### **14.03 Conflicts of Interest**

Contractor warrants to the best of its knowledge and belief, except to the extent already disclosed to HHSC, there are no facts or circumstances that could give rise to a Conflict of Interest and further that Contractor or Contractor Agents have no interest and will not acquire any direct or indirect interest that would conflict in any manner or degree with their performance under the Contract. Contractor will, and require Contractor Agents, to establish safeguards to prohibit Contract Agents from using their positions for a purpose that constitutes or presents the appearance of personal or organizational Conflict of Interest, or for personal gain. Contractor and Contractor Agents will operate with complete independence and objectivity without actual, potential or apparent Conflict of Interest with respect to the activities conducted under the Contract.

Contractor agrees that, if after Contractor's execution of the Contract, Contractor discovers or is made aware of a Conflict of Interest, Contractor will immediately and fully disclose such interest in writing to HHSC. In addition, Contractor will promptly and fully disclose any relationship that might be perceived or represented as a conflict after its discovery by Contractor or by HHSC as a potential conflict. HHSC reserves the right to make a final determination regarding the existence of Conflicts of Interest, and Contractor agrees to abide by HHSC's decision.

If HHSC determines that Contractor was aware of a Conflict of Interest and did not disclose the conflict to HHSC, such nondisclosure will be considered a material breach of the Contract. Furthermore, such breach may be submitted to the Office of the Attorney General, Texas Ethics Commission, or appropriate State or federal law enforcement officials for further action.

#### **14.04 Flow Down Provisions**

Contractor must include any applicable provisions of the Contract in all subcontracts based on the scope and magnitude of work to be performed by such Subcontractor. Any necessary terms will be modified appropriately to preserve the State's rights under the Contract.

#### **14.05 Recruitment Prohibition**

Contractor will not retain, without HHSC written consent, any person or entity utilized by HHSC in the development of the Solicitation or who participated in the selection of the Contractor for the Contract. Contractor will not recruit or employ any HHSC personnel who have worked on projects relating to the subject matter of the Contract, or who have had any influence on decisions affecting the subject matter of the Contract, for two (2) years following the completion of the Contract.

#### **14.06 Manufacturer's Warranties**

Contractor assigns to HHSC all of the manufacturers' warranties and indemnities relating to the WSD, including without limitation, Third Party Software, to the extent Contractor is permitted by the manufacturers to make such assignments to HHSC.

#### **14.07 Cooperation with HHSC Designees**

Contractor will cooperate with and work with State and federal agencies, other State contractors, subcontractors and third-party representatives as required by the WSD or requested by HHSC. Contractor personnel will cooperate at no charge to HHSC for purposes relating to the WSD. This cooperation specifically includes, but is not limited to:

- (1) The investigation and prosecution of fraud, abuse, and waste in the HHSC programs;
- (2) Audit, inspection, or other investigative purposes; and
- (3) Testimony in judicial or quasi-judicial proceedings relating to the Contract or other delivery of information requested by the HHSC or other agencies' investigators or legal staff.

#### **14.08 Notice of Litigation or Contract Action**

Contractor will notify HHSC of any litigation or legal matter related to or affecting the Contract within seven calendar days of becoming aware of the litigation or legal matter. Contractor will also notify HHSC if Contractor has had any contract suspended or terminated for cause by any local, state or federal department or agency or nonprofit entity within seven calendar days of such event. The notification required under this section will contain information sufficient for HHSC to independently confirm the action and to take appropriate actions.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

**APPENDIX F: Fiscal Year 2016 Policy and Procedure Manual for  
Family Planning Services**



APNDX F - FY16  
Family Planning Poli

# **FISCAL YEAR 2016**

## **POLICY and PROCEDURE MANUAL**

**For**

**DSHS  
Family Planning  
Services**

**September 2015**



Department of State Health Services  
Division for Family and Community Health Services

## Table of Contents

---

### Table of Contents

#### **Introduction**

Program Authorization and Services	i
Purpose of the Manual	ii
Definitions	ii
Acronyms	v

#### **Section I Administrative Policies**

<b>Chapter 1 – Client Access</b>	I-1
<b>Chapter 2 – Abuse and Neglect Reporting</b>	I-2
Child Abuse Reporting	I-2
Human Trafficking	I-4
Intimate Partner Violence	I-4
<b>Chapter 3 – Client Rights</b>	I-5
Confidentiality	I-5
Non-discrimination	I-5
Termination of Services	I-8
Resolution of Complaints	I-8
Prompt Services	I-8
Freedom of Choice	I-9
Research (Human Subject Clearance)	I-9
<b>Chapter 4 – Client Records Management</b>	I-10
<b>Chapter 5 – Personnel Policy and Procedures</b>	I-11
<b>Chapter 6 – Facilities and Equipment</b>	I-12
<b>Chapter 7 – Quality Management</b>	I-13
<b>Chapter 8 – Pharmacy</b>	I-15
Class D Pharmacy Exemption	I-15
<b>Chapter 9 – Separation of Family Planning and Abortion Services</b>	I-17

#### **Section II Eligibility, Client Services, and Community Activities**

<b>Chapter 1 – Client Eligibility and Assessment of Co-Pay/Fees</b>	II-19
Client Eligibility Screening Process	II-19
Screening for Medicaid and TWHP	II-19
Texas Women’s Health Program (TWHP)	II-19
TWHP Eligibility Screening Form	II-20
Re-Screening for the TWHP	II-21
Screening for DSHS Family Planning Program Eligibility	II-21
DSHS Eligibility Forms	II-21
Determining DSHS Family Planning Program Eligibility	II-21
Adjunctive Eligibility	II-24

## Table of Contents

---

Calculation of Applicant's Federal Poverty Level Percentage	II-24
Date Eligibility Begins	II-25
Client Fees/Co-Pays	II-25
Co-pay Guidelines	II-26
<b>Chapter 2 – General Consent</b>	II-28
General Consent	II-28
Procedure-specific Informed Consent	II-28
Consent for Services to Minors	II-30
Consent for HIV Tests	II-31
<b>Chapter 3 – Clinical Guidelines</b>	II-33
Clinical Guidelines	II-33
Patient Health Record (Medical Record)	II-33
Medical History and Risk Assessment	II-34
Physical Assessment	II-35
Laboratory Tests	II-36
Expedited Partner Therapy	II-39
Radiology Procedures	II-39
Education and Counseling Services	II-39
Referral and Follow-up	II-43
Methods of Fertility Regulation	II-44
Protocols, Standing Delegation Orders, and Procedures	II-47
Emergency Responsiveness	II-49
<b>Chapter 4 – Program Promotion and Outreach</b>	II-50
 <b><u>Section III Reimbursement, Data Collection and Reporting</u></b>	
<b>Chapter 1 – Reimbursement</b>	III-51
Medicaid Provider Enrollment	III-51
Provider Identifiers	III-51
Texas Medicaid Healthcare Partnership and Compass 21	III-51
Texas Medicaid Provider & Procedures Manual	III-52
Reimbursement for Family Planning Services	III-52
Categorical Reimbursement	III-53
Fee-for-Service Reimbursement	III-54
Rate Reduction of 7%	III-55
DSHS Family Planning Program Procedure Codes	III-55
Medroxyprogesterone Acetate Injection Fee	III-55
Texas Women's Health Program (TWHP) reimbursement for treatment of some sexually transmitted diseases (STD)	III-55
Electronic Claims Submission	III-56
TWHP Claims Pending Eligibility Determination	III-56

---

## Table of Contents

---

Sterilization Billing/Reporting	III-57
Conditions for Sterilization Procedures	III-57
Waiting Period	III-57
Sterilization Consent Form	III-58
Sterilization Complications	III-58
IUD and Contraceptive Implant Complications	III-58
Retroactive-Eligibility	III-59
Title XIX Retroactive Eligibility	III-59
DSHS Family Planning Program Retroactive Eligibility	III-59
Performing Provider Number and Retroactive Eligibility	III-60
Claims Submitted With Laboratory Services	III-60
Patient Co-Pays	III-60
Billing for Additional Wrap Around Services	III-61
TWHP Clients	III-61
Medicaid and Emergency Medicaid Clients	III-61
Donations	III-62
<b>Chapter 2 – Data Collection and Required Reports</b>	III-63
Required Reports	III-63
Financial Reporting	III-63
Voucher and Report Submission - Categorical	III-63
Financial Status Report (FSR) Form 269A	III-64
Voucher and Report Submission - Fee-for-Service	III-65
Financial Status Report (FSR) for Categorical Contracts	III-66
Family Planning Categorical Budget Revisions	III-66
Programmatic Reporting	III-66
Progress Reports	III-66

## **Section IV Appendices**

<b>Appendix A – DSHS Family Planning Program Procedure Codes and Reimbursement Rates</b>
<b>Appendix B – Individual Eligibility Forms EF05-14215 (English and Spanish)</b>
<b>Appendix C – Household Eligibility Forms and Worksheet EF05-14214</b>
<b>Appendix D – DSHS Family Planning Program Definition of Income</b>
<b>Appendix E – Sample Fee Scale</b>
<b>Appendix F – Morbidity and Mortality Weekly Report (MMWR) <i>Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs</i></b>
<b>Appendix G – Typical Effectiveness of FDA-Approved Contraceptive Methods</b>

# **Introduction**

## **General Information**

## PROGRAM AUTHORIZATION AND SERVICES

### Program Background

**DSHS Family Planning** – State funds to provide family planning services to low-income women.

**Title XIX** – Medicaid (Title XIX of the Social Security Act) was created by Congress in 1965. All agencies that receive DSHS family planning funding are required also to be enrolled providers of services to Medicaid-eligible women and men. (Federal regulation citation: Title XIX, Social Security Act, [42 USC § 1396-1396v et. seq.] Grants to States for Medical Assistance Programs).

**Texas Women's Health Program (TWHP)** – The TWHP is a state-funded program administered by HHSC to provide uninsured women with family planning exams, related health screenings, and birth control. A woman is eligible for TWHP if she meets the following requirements:

- Age 18-44. Women can apply the month of their 18<sup>th</sup> birthday through the month of their 45<sup>th</sup> birthday.
- U.S. citizens and qualified immigrants.
- Reside in Texas.
- Do not currently receive full Medicaid benefits, CHIP, or Medicare Part A or B.
- Are not pregnant.
- Have not been sterilized, are infertile, or are unable to get pregnant due to medical reasons.\*
- Do not have private health insurance that covers family planning services, unless filing a claim on the health insurance would cause physical, emotional or other harm from a spouse, parent, or other person.
- Have a countable household income at or below 185 percent of the federal poverty level.

\*If a woman has received a sterilization procedure (such as Essure), but has not had the sterilization confirmed, the woman may still qualify for TWHP. TWHP covers the confirmation of the sterilization procedure. However, no other TWHP services are covered for women that have received a sterilization procedure.

### Funding Sources

Family planning services are supported by the following funding streams: DSHS state funds, TWHP, and Title XIX (Medicaid). DSHS Family Planning Program funds are allocated through a competitive application process. Selected applicants negotiate contracts with DSHS. A variety of types of organizations provide family planning services, such as local health departments, medical schools, hospitals, private non-profit agencies, community-based clinics, federally qualified health centers (FQHCs), and rural health clinics. Providers must enroll with the Texas Medicaid and Healthcare Partnership (TMHP) in order

to provide DSHS Family Planning, TWHP, and Title XIX (Medicaid) services. Reimbursements are managed by TMHP.

State and federal law prohibits the use of funds awarded by DSHS to pay the direct or indirect costs (including overhead, rent, phones and utilities) of abortion procedures by contractors.

## PURPOSE OF THE MANUAL

The DSHS *Family Planning Policy and Procedure Manual* is a guide for contractors who deliver DSHS family planning services in Texas. Providers of family planning services who are also reimbursed by Title XIX (Medicaid), must follow policies and procedures as established by the Texas Medicaid Program in the Texas Medicaid Provider Procedures Manual (TMPPM).

Federal and state laws related to reporting of child abuse, operation of health facilities, professional practice, insurance coverage, and similar topics also impact family planning services. Contractors are required to be aware of and comply with existing laws.

The state rules that apply most specifically to family planning services in Texas are found in the [Texas Administrative Code \(TAC\), Title 25, Part I, Chapter 56](#).

Family planning contractors also must be in compliance with the [DSHS Standards for Public Health Clinic Services](#).

For additional information about DSHS family planning services, access the [DSHS Family Planning website](#).

Electronic versions of the TAC and DSHS Standards for Public Health Clinic Services, links to other DSHS programs' websites, and other useful information are available through the website.

## DEFINITIONS

The following words and terms, when used in this manual, have the following meanings:

**Barrier to Care** – a factor that hinders a person from receiving health care (i.e., proximity (or distance), lack of transportation, documentation requirements, co-payment amount, etc.).

**Client** – An individual who has been screened and has successfully completed the eligibility process. The terms “client” and “patient” will be used interchangeably in this manual.

**Compass 21** – Automated system used by Texas Medicaid and Healthcare Partnership to process claims for services delivered to Medicaid and DSHS Family Planning Program; also performs data collection and report functions for DSHS.

**Consultation** – A type of service provided by a physician with expertise in a medical or surgical specialty, and who, upon request of another appropriate healthcare provider, assists with the evaluation and/or management of a patient.

**Contraception** – The means of pregnancy prevention, including permanent and temporary methods.

**Contractors** – Any entity that the Department of State Health Services has contracted with to provide services. The contractor is the responsible entity even if there is a subcontractor involved who actually implements the services.

**Co-Payments** – Monies collected directly from clients for services.

**Core Tool** – A standardized instrument used to review all Community Health Services contractors to ensure compliance with basic requirements for operating a clinic providing health services as reflected in the DSHS Standards for Public Health Clinic Services

**Department of State Health Services (DSHS)** – The agency responsible for administering physical and mental health-related prevention, treatment, and regulatory programs for the State of Texas.

**DSHS Labs** – Austin and South Texas Lab (STL).

**Eligibility Date** – Date the contractor determines an individual eligible for the program. The eligibility expiration date will be twelve months after the eligibility date.

**Family Planning Services** – Services that assist women and men in planning their families, whether it is to achieve, postpone, or prevent pregnancy. Family planning services should include the following: pregnancy test (if indicated), health history, physical examinations, basic infertility services, lab tests, STD services (including HIV/AIDS), and other preconception health services (e.g. screening for obesity, smoking, and mental health), counseling/education, and contraceptive supplies.

**Federal Poverty Level (FPL)** – The set minimum amount of income that a family needs for food, clothing, transportation, shelter and other necessities. In the United States, this level is determined by the Department of Health and Human Services. FPL varies according to family size. The number is adjusted for inflation and reported annually in the form of poverty guidelines. Public assistance programs, such as Medicaid, define eligibility income limits as some percentage of FPL.

**Fiscal Year** – State fiscal year from September 1 - August 31.

**Health and Human Services Commission (HHSC)** – State agency that has oversight responsibilities for designated Health and Human Services agencies, including DSHS, and administers certain health and human services programs including the Texas Medicaid Program, Children's Health Insurance Program (CHIP), and Medicaid waste, fraud, and abuse investigations.

**Health Service Region (HSR)** – Counties grouped within specified geographic service areas throughout the state.

**Household (for the purpose of eligibility determination)** – The household consists of a person living alone, or a group of two or more persons related by birth, marriage (including common law), or adoption, who reside together and are legally responsible for the support of the other person. If an unmarried applicant lives with a partner, ONLY count the partner's income and children as part of the household group IF the applicant and his/her partner have mutual children together. Unborn children should also be included. Treat applicants who are 18 years of age as adults. No children aged 18 and older or other adults living in the home should be counted as part of the household group.

**Informed Consent** – The process by which a health care provider ensures that the benefits and risks of a diagnostic or treatment plan, the benefits and risks of other appropriate options, and the benefits and risks of taking no action are explained to a patient in a manner that is understandable to that patient and allows the patient to participate and make sound decisions regarding his or her own medical care.

**Intended pregnancy** – Pregnancy a woman reports as timed well or desired at the time of conception.

**Medicaid** – Title XIX of the Social Security Act; reimburses for health care services delivered to low-income clients who meet eligibility guidelines.

**Minor** – In Texas, a minor is a person under 18 years of age who has never been married and never been declared an adult by a court (emancipated). See Texas Family Code Sections 101.003, 31.001-31.007, 32.003-004, 32.202.

**Outreach** – Activities that are conducted with the purpose of informing and educating the community about services and increasing the number of clients.

**Patient** – An individual receiving medical care, treatment, or services. The terms “patient” and “client” are used interchangeably in this manual.

**Program Income** – Monies collected directly by the contractor/provider for services provided under the contract award (i.e., third-party reimbursements such as Title XIX, TWHP, private insurance, and patient co-pay fees.) Program income also includes client donations.

**Provider** – An individual clinician or group of clinicians who provide services.

**Referral** – The process of directing or redirecting (as a medical case or a client) to an appropriate specialist or agency for definitive treatment; to direct to a source for help or information.

**Reproductive Life Plan** – A plan that outlines a client's personal goals regarding whether or not to have children, the desired number of children, and the optimal timing and spacing of children. Counseling should include the importance of developing a reproductive life plan and information about reproductive health, family planning methods and services, and obtaining preconception health services, as appropriate.

**Texas Medicaid and Healthcare Partnership (TMHP)** – The Texas Medicaid Claims and Primary Care Case Management (PCCM) Administrator. HHSC contracts with TMHP to process claims for providers.

**Texas Women’s Health Program (TWHP)** – The TWHP is a state-funded program, administered by HHSC, to provide uninsured women with family planning exams, related health screenings, and birth control.

**Title XIX Family Planning Program** – Family planning services provided under Title XIX (Medicaid) of the Social Security Act, 42 United States Code §1396 *et seq.*

## ACRONYMS

ADA	Americans with Disabilities Act
AMA	American Medical Association
BCCS	Breast and Cervical Cancer Services
CBE	Clinical Breast Exam
CDC	Centers for Disease Control and Prevention
CHIP	Children’s Health Insurance Program
CHT	Center For Health Training
CLIA	Clinical Laboratory Improvement Amendments
CMB	Contracts Management Branch
CMS	Centers For Medicare and Medicaid
CPR	Cardiopulmonary Resuscitation
CPT	Current Procedural Terminology
DHHS	U.S. Department of Health and Human Services
DES	Diethylstilbestrol
DSHS	Texas Department of State Health Services
EOB	Explanation of Benefit
EDI	Electronic Data Interchange
EHR	Electronic Health Records
EMR	Electronic Medical Records
E/M	Evaluation and Management Services
EPT	Expedited Partner Therapy
FDA	Federal Drug Administration
FP	Family Planning
FPL	Federal Poverty Level
FQHC	Federal Qualified Health Center
FSR	Financial Status Report
HHSC	Texas Health and Human Services Commission
HIPAA	Health Insurance Portability and Accountability Act
HIV	Human immunodeficiency virus

HPV	Human papilloma virus
HSV	Herpes simplex virus
IRB	Institutional Review Board
IUC	Intrauterine Contraception
IUD	Intrauterine Device
LEP	Limited English Proficiency
NPI	National Provider Identifier
NPES	National Plan and Provider Numeration System
PCCM	Primary Care Case Management
QA	Quality Assurance
QM	Quality Management
QMB	Quality Management Branch
R & S	Remittance and Status (Reports)
RFP	Request for Proposals
SDO	Standing Delegation Orders
STD	Sexually Transmitted Disease
STI	Sexually Transmitted Infection
TAC	Texas Administrative Code
TANF	Temporary Assistance for Needy Families
TMHP	Texas Medicaid Healthcare Partnership
TMPPM	Texas Medicaid Provider Procedures Manual
TPI	Texas Provider Identifier
TWHP	Texas Women's Health Program
UPSTF	The United States Preventive Services Task Force
WIC	Special Supplemental Nutrition Program for Women, Infants, and Children

# Section I

## Administrative Policies

**Purpose:** Section I assists the contractor in conducting administrative activities such as assuring client access to services and managing client records.

---

**CLIENT ACCESS**

The contractor must ensure that male and female clients are provided services in a timely and nondiscriminatory manner. The contractor must:

- Have a policy in place that delineates the timely provision of services.\*
- Comply with all applicable civil rights laws and regulations including [Title VI of the Civil Rights Act of 1964](#), the [Americans with Disabilities Act](#) of 1990, the Age Discrimination Act of 1975, and [Section 504 of the Rehabilitation Act of 1973](#), and ensure services are accessible to persons with [Limited English Proficiency](#) (LEP) and speech or sensory impairments at no cost to client.
- Have a policy in place that requires qualified staff to assess and prioritize clients' needs.
- Provide referral resources for individuals that cannot be served or cannot receive a specific service.
- Manage funds to ensure that established clients continue to receive services throughout the budget year.
- Inform clients of TWHP services and encourage them to bring required documentation to the initial visit for eligibility processing.

*\*Family planning clients should be given an appointment as soon as possible - no later than 30 days - from initial request. Appointments for adolescents age 17 and younger should be seen as soon as possible - with every effort made to provide an appointment within two weeks of the request.  
(See also Section 1 Chapter 3 – Client Rights)*

---

## ABUSE AND NEGLECT REPORTING

DSHS expects contractors to comply with state laws governing the reporting of abuse and neglect. Contractors must have an agency policy regarding abuse and neglect. It is mandatory to be familiar with and comply with adult and child abuse and neglect reporting laws in Texas.

To report abuse or neglect, call **800-252-5400**, use the [secure website](#) or call any local or state law enforcement agency for cases that pose an imminent threat or danger to the client.

## CHILD ABUSE REPORTING

### DSHS Child Abuse Compliance and Monitoring

Chapter 261 of the Texas Family Code requires child abuse reporting. Contractors/providers are required to develop policies and procedures that comply with the child abuse reporting guidelines and requirements set forth in Chapter 261 and the DSHS Child Abuse, Screening, Documenting and Reporting Policy for Contractors/Providers.

The following outlines how the DSHS Quality Management Branch (QMB) staff will review for contractor compliance with these requirements.

**Policy** – Contractors must adopt the DSHS Child Abuse Screening, Documenting and Reporting Policy for Contractors/Providers and develop an internal policy specific to how these reporting requirements will be implemented throughout their agency, how staff will be trained, and how internal monitoring will be done to ensure timely reporting.

**Procedures** – During site monitoring of contractors by QMB the following procedures will be utilized to evaluate compliance:

1) The contractor's process used to ensure that staff is reporting according to Chapter 261 and the DSHS Child Abuse Screening, Documenting and Reporting Policy for Contractors will be reviewed as part of the Core Tool. To verify compliance with this item, monitors must review that the contractor:

- a) adopted the DSHS Policy;
- b) has an internal policy which details how the contractor will determine, document, report, and track instances of abuse, sexual or non-sexual, for all clients under the age of 17 in compliance with the Texas Family Code, Chapter 261 and the DSHS Policy;
- c) followed their internal policy and the DSHS Policy; and

d) documented staff training on child abuse reporting requirements and procedures.

2) All records of clients under 14 years of age who are a) pregnant, or b) have a confirmed diagnosis of an STI/STD acquired in a manner other than through perinatal transmission or transfusion, will be reviewed for appropriate screening and reporting documentation as required in the clinic or site being visited during a site monitoring visit. The review of the records will involve reviewing that the DSHS Child Abuse Reporting Form was utilized appropriately, a report was made, and the report was made within the proper timeframes required by law.

3) If it is found during routine record review that a report should have been made as evidenced by the age of the client and evidence of sexual activity, the failure to appropriately screen and report will be identified as lack of compliance with the DSHS Policy. Failure to report will be brought to the attention of the staff person who should have made the report or the appropriate supervisor with a request to immediately report. This failure to report will also be discussed with the agency director and during the Exit Conference with the contractor.

4) The report sent to the contractor will indicate the number of applicable records reviewed in each clinic and the number of records that were found to be out of compliance. This report will be sent to the contractor approximately 6 weeks from the date of the review, which is the usual process for Site Monitoring Reports.

5) The contractor will have 6 weeks to respond with written corrective actions to all findings. If the contractor does not provide corrective actions during the required time period, the contractor will be sent a past due letter with a time period of 10 days to submit the corrective actions. If the corrective actions are not submitted during the time period given, failure to submit the corrective action is considered a subsequent finding of noncompliance with Chapter 261 and the DSHS Policy.

If the contractor has other findings that warrant technical assistance or accelerated monitoring review, either regional or central office staff will make the necessary contacts. Records and/or policies will again be reviewed to ensure compliance with Chapter 261 and the DSHS Policy requirements. If any subsequent finding of noncompliance is identified during a subsequent monitoring or technical assistance visit, the contractor will be referred for financial sanctioning.

6) If a contractor is found to have minimal findings overall but did have findings of noncompliance with Chapter 261 and the DSHS Policy, an additional accelerated monitoring visit solely to review child abuse reporting will not be conducted. For agencies that receive technical assistance visits as a result of a quality assurance review, the agency child abuse reporting processes will be reviewed again for compliance with the child abuse reporting requirements with which the agency did not comply. In all cases, the corrective actions submitted by the contractor will be reviewed

---

to ensure that the issues have been addressed. Agencies who do not receive an accelerated monitoring and/or technical assistance visit will be required to complete the DSHS Progress Report, Compliance with Child Abuse Reporting within 3 months after the corrective actions are begun (no later than 6 months from the initial visit). Failure to submit a Progress Report within the required time period or submission of a report that is not adequate constitutes a subsequent finding of noncompliance with the [DSHS Child Abuse Screening, Documenting, and Reporting Policy for Contractors/Providers](#) and the contractor will be referred for financial sanctions.

## **HUMAN TRAFFICKING**

DSHS mandates that contractors comply with state laws governing the reporting of abuse and neglect. Additionally, as part of the requirement that contractors comply with all applicable federal laws, family planning contractors must comply with the federal anti-trafficking laws, including the Trafficking Victims Protection Act of 2000 (Pub.L.No. 106-386), as amended, and 19 U.S.C. 1591.

Contractors must have a written policy on human trafficking which includes the provision of annual staff training.

## **INTIMATE PARTNER VIOLENCE (IPV)**

[Intimate partner violence \(IPV\)](#) describes physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples and does not require sexual intimacy.

Contractors must have a written policy related to assessment and prevention of IPV, including the provision of annual staff training.

---

## CONFIDENTIALITY

All contracting agencies must be in compliance with the [U.S. Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#) established standards for protection of client privacy.

Employees and volunteers must be made aware during orientation that violation of the law in regard to confidentiality may result in civil damages and criminal penalties. All employees, volunteers, sub-contractors, and board members and/or advisory board must sign a confidentiality statement during orientation.

The client's preferred method of follow-up for clinic services (cell phone, email, work phone) and preferred language must be documented in the client's record (See Client Health Record - Section II, Chapter 3).

Each client must receive verbal assurance of confidentiality and an explanation of what confidentiality means (kept private and not shared without permission) and any applicable exceptions such as abuse reporting (See Abuse and Neglect Reporting - Section I, Chapter 2).\*

### **\*Minors and Confidentiality**

Except as permitted by law, a provider is legally required to maintain the confidentiality of care provided to a minor. Confidential care does not apply when the law requires parental notification or consent or when the law requires the provider to report health information, such as in the cases of contagious disease or abuse. The definition of privacy is the ability of the individual to maintain information in a protected way. Confidentiality in health care is the obligation of the health-care provider to not disclose protected information. While confidentiality is implicit in maintaining a patient's privacy, confidentiality between provider and patient is not an absolute right.

The HIPAA privacy rule requires a covered entity to treat a "personal representative" the same as the individual with respect to uses and disclosures of the individual's protected health information. In most cases, parents are the personal representatives for their minor children, and they can exercise individual rights, such as access to medical records, on behalf of their minor children. (Code of Federal Regulations [45CFR164.504]).

## NON-DISCRIMINATION

DSHS contractors must comply with state and federal anti-discrimination laws, including and without limitation:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794);
- Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.);
- Age Discrimination Act of 1975 (42 U.S.C. §§6101-6107);

- Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681- et seq.); and
- Administrative rules for HHS agencies, as set forth in the Texas Administrative Code.

More information about non-discrimination laws and regulations can be found on the [HHSC Civil Rights website](#).

**To ensure compliance with non-discrimination laws, regulations, and policies, contractors must:**

- Have a written policy that states the agency does not discriminate on the basis of race, color, national origin, including limited English proficiency (LEP), sex, age, religion, disability, or sexual orientation;
- Have a policy that addresses client rights and responsibilities that is applicable to all clients requesting family planning services;
- Sign a written assurance to comply with applicable federal and state non-discrimination laws and regulations;
- Notify all clients and applicants of the contractor's non-discrimination policies and complaint procedures;
- Ensure that all contractor staff is trained in the contractor's non-discrimination policies, including policies for serving clients with LEP, and HHS complaint procedures; and
- Notify the HHSC Civil Rights Office of any discrimination allegation or complaint related to its programs and services no later than ten (10) calendar days after receipt of the allegation or complaint.
- Send notices to:

HHSC Civil Rights Office  
701 W. 51<sup>st</sup> Street, Mail Code W206  
Austin, Texas 78751  
Phone Toll Free: (888) 388-6332  
Phone (512) 438-4313  
TTY Toll Free: (877) 432-7232  
Fax: (512) 438-5885

**Limited English Proficiency**

To ensure compliance with civil rights requirements related to LEP, contractors must:

- Take reasonable steps to ensure that LEP persons have meaningful access to its programs and services, and not require a client with LEP to use friends or family members as interpreters. However, a family member or friend may serve as a client's interpreter, if requested, if the family member or friend does not compromise the effectiveness of the service nor violate client confidentiality; and
- Make clients and applicants with language service needs, including persons with LEP and disabilities, aware that the contractor will provide an interpreter free of charge.

### Civil Rights Posters

The contractor must prominently display in client common areas, including lobbies and waiting rooms, front reception desk, and locations where clients apply for services, the following posters:

- [“Know Your Rights”](#) [\[English\]](#) [\[Spanish\]](#)  
Size: 8.5” x 11” (standard size sheet of paper).  
Posting Instructions: Post the English and Spanish versions of this poster next to each other.  
Questions: Contact the HHSC Civil Rights Office.
- [“Need an Interpreter”](#) [\[Language Translation\]](#) [\[American Sign Language\]](#)  
Size: 8.5” x 11” (standard size sheet of paper).  
Posting Instructions: Post the “Language Translation” version and “American Sign Language” version next to each other.  
Questions: Contact the HHSC Civil Rights Office.
- [Americans with Disabilities Act](#) [\[English A\]](#) [\[Spanish A\]](#) [\[English B\]](#) [\[Spanish B\]](#)  
Size: 8.5” x 11” and 11” x 13”  
Posting instructions: Post with other civil rights posters.  
Questions: Contact the HHSC Civil Rights Office.

Questions concerning this section and civil rights matters can be directed to the HHSC Civil Rights Office.

### Civil Rights Survey

Contractors can use the Self-Assessment for Civil Rights Compliance to conduct a self-assessment concerning civil rights compliance, and have copies available of the survey.

The survey can be downloaded from the [Quality Management Branch \(QMB\) website](#). Questions concerning the self–assessment and surveys can be directed to the [DSHS Quality Management Branch](#).

### **TERMINATION OF SERVICES**

Clients must never be denied services due to an inability to pay.

Contractors have the right to terminate services to a client if the client is disruptive, unruly, threatening, or uncooperative to the extent that the client seriously impairs the contractor's ability to provide services or if the client's behavior jeopardizes his or her own safety, clinic staff, or other clients.

Any policy related to termination of services must be included in the contractor's policy and procedures manual.

### **RESOLUTION OF COMPLAINTS**

Contractors must ensure that clients have the opportunity to express concerns about care received and to further ensure that those complaints are handled in a consistent manner. Contractors' policy and procedure manuals must explain the process clients will follow if they are not satisfied with the care received. If an aggrieved client requests a hearing, a contractor shall not terminate services to the client until a final decision is rendered.

Any client complaint must be documented in the client's record.

### **PROMPT SERVICES**

Contractors are responsible for ensuring that family planning services are provided to clients in a timely manner, preferably within 30 days of the request for services.

Clients who request contraception but cannot be immediately provided a clinical appointment must be offered a nonprescription method.

Adolescents age 17 and younger must be provided family planning counseling and medical services as soon as possible of request - with every effort made to provide an appointment within two weeks of the request.

Clinic/reception room wait times should be reasonable so as not to represent a barrier to service.

### **FREEDOM OF CHOICE**

DSHS Family Planning clients are guaranteed the right to choose family planning providers and methods without coercion or intimidation. Acceptance of family planning

services must not be a prerequisite to eligibility for or receipt of any other service or assistance.

Medicaid clients are free to receive services from any Medicaid-enrolled family planning provider, even in managed care areas.

Personnel at contractors' clinics must be informed that they may be subject to prosecution under federal law if they coerce or endeavor to coerce any person to undergo an abortion or sterilization procedure. [Section 205 of Public Law 94-63. Contractors must have a written policy to this effect. (See TAC § 56.11)

### **RESEARCH (HUMAN SUBJECT CLEARANCE)**

Any DSHS Family Planning contractor that wishes to participate in any proposed research that would involve the use of DSHS Family Planning clients as subjects, the use of DSHS Family Planning clients' records, or any data collection from DSHS Family Planning clients, must obtain prior approval from the DSHS Family Planning Program and be approved by the DSHS Institutional Review Board (IRB).

Contractors should first contact the DSHS Family Planning Program ([famplan@dshs.state.tx.us](mailto:famplan@dshs.state.tx.us)) to initiate a research request. Next, contractors should complete the most current version of the [DSHS IRB #1 application](#) and submit it to [famplan@dshs.state.tx.us](mailto:famplan@dshs.state.tx.us). The DSHS IRB will review the materials and approve or deny the application.

The contractor must have a policy in place that indicates that prior approval will be obtained from the DSHS Family Planning Program, as well as the DSHS IRB, prior to instituting any research activities. The contractor must also ensure that all staff is made aware of this policy through staff training. Documentation of training on this topic must be maintained.

---

**CLIENT RECORDS MANAGEMENT**

DSHS Contractors must have an organized and secure client record system. The contractor must ensure that the record is organized, readily accessible, and available to the client upon request with a signed release of information. The record must be kept confidential and secure, as follows:

- Safeguarded against loss or use by unauthorized persons;
- Secured by lock when not in use and inaccessible to unauthorized persons; and
- Maintained in a secure environment in the facility, as well as during transfer between clinics and in between home and office visits.

The written consent of the client is required for the release of personally identifiable information, except as may be necessary to provide services to the client or as required by law, with appropriate safeguards for confidentiality. HIV information should be handled according to [law](#).

When information is requested, contractors should release only the specific information requested. Information collected for reporting purposes may be disclosed only in summary, statistical, or other form that does not identify particular individuals. Upon request, clients transferring to other providers must be provided with a copy or summary of their record to expedite continuity of care. Electronic records are acceptable as medical records.

Contractors, providers, subrecipients, and subcontractors must maintain for the time period specified by DSHS all records pertaining to client services, contracts, and payments. Record retention requirements are found in Title 1, Part 15 TAC §354.1003 (relating to Time Limits for Submitted Claims) and Title 22, Part 9 TAC §165 (relating to Medical Records). Contractors must follow contract provisions and the [DSHS Retention Schedule for Medical Records](#). All records relating to services must be accessible for examination at any reasonable time to representatives of DSHS and as required by law.

---

**PERSONNEL POLICY AND PROCEDURES**

Contractors must develop and maintain personnel policies and procedures to ensure that clinical staff are hired, trained, and evaluated appropriately for their job position. Personnel policies and procedures must include:

- job descriptions,
- a written orientation plan for new staff to include skills evaluation and/or competencies appropriate for the position, and
- a performance evaluation process for all staff.

Job descriptions, including those for contracted personnel, must specify required qualifications and licensure. All staff must be appropriately identified with a name badge.

Contractors must show evidence that employees meet all required qualifications and are provided annual training. Job evaluations should include observation of staff/client interactions during clinical, counseling, and educational services.

Contractors shall establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. All employees and board members must complete a conflict of interest statement during orientation. All medical care must be provided under the supervision, direction, and responsibility of a qualified Medical Director. The Family Planning Program Medical Director must be a licensed Texas physician.

Contractors must have a documented plan for organized staff development. There must be an assessment of:

- training needs;
- quality assurance indicators; and
- changing regulations/requirements.

Staff development must include orientation and in-service training for all personnel and volunteers. (Non-profit entities must provide orientation for board members and government entities must provide orientation for their advisory committees). Employee orientation and continuing education must be documented in agency personnel files.

---

**FACILITIES AND EQUIPMENT**

DSHS contractors are required to maintain a safe environment at all times. Contractors must have written policies and procedures that address the handling of hazardous materials, fire safety, and medical equipment.

**Hazardous Materials** – Contractors must have written policies and procedures that address:

- the handling, storage, and disposing of hazardous materials and waste according to applicable laws and regulations;
- the handling, storage, and disposing of chemical and infectious waste, including sharps; and
- an orientation and education program for personnel who manage or have contact with hazardous materials and waste.

**Fire Safety** – Contractors must have a written fire safety policy that includes a schedule for testing and maintenance of fire safety equipment. Evacuation plans for the premises must be clearly posted and visible to all staff and clients.

**Medical Equipment** – Contractors must have a written policy and maintain documentation of the maintenance, testing, and inspection of medical equipment, including automated external defibrillators (AED). Documentation must include:

- assessments of the clinical and physical risks of equipment through inspection, testing, and maintenance;
- reports of any equipment management problems, failures, and use errors;
- an orientation and education program for personnel who use medical equipment; and
- manufacturer recommendations for care and use of medical equipment.

**Smoking Ban** – Contractors must have written policies that prohibit smoking in any portion of their indoor facilities. If a contractor subcontracts with another entity for the provision of health services, the subcontractor must comply with this policy.

**Disaster Response Plan** – Written and oral plans that address how staff are to respond to emergency situations (i.e., fires, flooding, power outage, bomb threats, etc.). The disaster plan must identify the procedures and processes that will be initiated during a disaster and the staff (position/s) responsible for each activity. A disaster response plan must be in writing, formally communicated to staff, and kept in the workplace available to employees for review. For an employer with ten or fewer employees the plan may be communicated orally to employees.

For additional resources on facilities and equipment, see the [Occupational Safety and Health Administration website](#).

---

## QUALITY MANAGEMENT

Organizations that embrace [Quality Management](#) (QM) concepts and methodologies and integrate them into the structure of the organization and day-to-day operations discover a very powerful management tool. Quality Management programs can vary in structure and organization and will be most effective if they are individualized to meet the needs of a specific agency, services and the populations served.

Contractors are expected to develop quality processes based on the four core Quality Management principles that focus on:

- the client,
- systems and processes,
- measurement, and
- teamwork.

Contractors must have a Quality Management program individualized to their organizational structure and based on the services provided. The goals of the quality program should ensure availability and accessibility of services, and quality and continuity of care.

A Quality Management program must be developed and implemented that provides for ongoing evaluation of services. Contractors should have a comprehensive plan for the internal review, measurement and evaluation of services, the analysis of monitoring data, and the development of strategies for improvement and sustainability. Contractors who subcontract for the provision of services must also address how quality will be evaluated and how compliance with DSHS policies and basic standards will be assessed with the subcontracting entities.

The Quality Management Committee, whose membership consists of key leadership of the organization, including the Executive Director/CEO and the Medical Director, and any other appropriate staff where applicable, annually reviews and approves the quality work plan for the organization. The Medical Director must be a licensed Texas physician.

### **The Quality Management Committee must meet at least quarterly to:**

- receive reports of monitoring activities;
- make decisions based on the analysis of data collected;
- determine quality improvement actions to be implemented; and
- reassess outcomes and goal achievement.

Minutes of the discussion, actions taken by the committee, and a list of the attendees must be maintained.

**The quality work plan at a minimum must:**

- include clinical and administrative standards by which services will be monitored;
- include process for credentialing and peer review of clinicians;
- identify individuals responsible for implementing monitoring, evaluating and reporting;
- establish timelines for quality monitoring activities;
- identify tools/forms to be utilized; and
- outline reporting to the Quality Management Committee.

**Although each organization's quality management program is unique, the following activities must be undertaken by all agencies providing client services:**

- On-going eligibility, billing, and clinical record reviews to assure compliance with program requirements and clinical standards of care;
- Tracking and reporting of adverse outcomes;
- Client satisfaction surveys;
- Annual review of facilities to maintain a safe environment, including an emergency safety plan;
- Annual review of policies, clinical protocols, standing delegation orders (SDOs), and immunization status to ensure they are current; and
- Performance evaluations to include primary license verification, DEA, and immunization status to ensure they are current.

DSHS Contractors who subcontract for the provision of services must also address how quality will be evaluated and how compliance with policies and basic standards will be assessed with the subcontracting entities including:

- Annual license verification (primary source verification);
- Clinical record review;
- Eligibility and billing review;
- On-site facility review;
- Annual client satisfaction evaluation process; and
- Child abuse training and reporting – subcontractor staff.

Data from these activities must be presented to the Quality Management Committee. Plans to improve quality should result from the data analysis and reports considered by the committee and should be documented.

---

## PHARMACY

In order to facilitate client access to and compliance with contraceptive methods and related medications, **it is required that all contractors have at least a Class D pharmacy at each DSHS Family Planning clinic site.**

Pharmacies must be operated in accordance with federal and state laws relating to security and record-keeping for drugs and devices. The inventory, supply, and provision of pharmaceuticals must be conducted in accordance with state pharmacy laws and professional practice regulations. It is essential that each facility maintain an adequate supply and variety of drugs and devices on-site to effectively manage the contraceptive needs of its patients.

### Class D Pharmacy Exemption

Contractors may request an exemption to the on-site Class D pharmacy requirement, if such an exemption would facilitate client access to contraceptive methods and related medications. Requests for exemptions must be made in writing to the DSHS Preventive Care Branch and will be considered on a case-by-case basis. Exemption requests must 1) describe the process through which a patient obtains medication from the referral pharmacy/pharmacies, and 2) include justification wherein referring clients to an off-site pharmacy benefits the agency and/or clients. The following criteria must be met in order to potentially qualify for an exemption:

1. A signed and fully executed Memorandum of Understanding (MoU) with referral pharmacy/pharmacies, which includes the purpose of cooperation and details coordination with between the contractors and the referral pharmacy/pharmacies to provide the following medications:
  - non-clinician administered hormonal contraceptive methods [oral contraceptives; transdermal hormonal contraceptives (patch); and vaginal hormonal contraceptives (ring)];
  - anti-infectives for the treatment of STIs and other infections; and
  - other medications necessary to treat health care needs of the family planning patient population.
2. The agreement made with referral pharmacy/pharmacies must not create barriers to the client receiving the prescribed medication.
3. The referral pharmacy/pharmacies is/are located within a reasonable distance to participating clients.
4. Clients do not incur additional costs to obtain medications.

5. The contractor has a written policy that ensures clients can obtain prescribed medication refills from the cooperating pharmacy/pharmacies without an additional clinic visit (unless medically indicated/necessary).

---

**SEPARATION OF FAMILY PLANNING AND ABORTION SERVICES**

A DSHS contractor will not be disqualified from receipt of family planning funds because of its affiliation with an entity that performs elective abortions, provided that such affiliation satisfies the following requirements:

**Legal Separation**

DSHS contractors and their abortion-services affiliates must be legally separate corporations. Each entity must have separate articles of incorporation with distinct filing certifications from the Texas Secretary of State's Office, separate bylaws, and separate State of Texas Tax Identification numbers. State or local governmental entities that contract with DSHS to provide family planning services and their abortion-services affiliates must be legally separate organizations and must have separate governing structures.

**Easily Distinguishable Names**

DSHS contractors and their abortion-services affiliates must have easily distinguishable names so that a reasonable person can easily distinguish between the DSHS contractor and the affiliated abortion-services provider. This requirement applies to both the legal names of the entities and their "doing business as" names.

**Separate Boards of Directors and Governing Bodies**

DSHS contractors and their abortion-services affiliates must maintain separate boards of directors or governing bodies. Each entity's board of directors or governing body must meet separately and maintain separate records. The minutes, recordings, or other documents that record the activities of the board of directors or governing body of a DSHS contractor must clearly indicate that any business discussed by the board of directors or governing body is intended to be primarily business of the DSHS contractor, rather than a discussion of the business of an affiliate.

**No Direct or Indirect Subsidy**

DSHS contracting agencies may not transfer any family planning funds to their abortion-services affiliate. If there are shared expenses among the entities, a formal "cost sharing" agreement between the entities must be maintained that clearly indicates each of the shared expenses (e.g. overhead, rent, phones, equipment and utilities) and how the expenses have been apportioned between the entities. The methodology used to apportion a fair value for any shared expenses must be in accordance with generally acceptable accounting principles. Each entity must maintain separate cost allocation plans that only include that entity's portion of any shared costs as outlined by the formal "cost sharing" agreement. All financial transactions between entities must be clearly delineated and maintained separately in each entity's financial records. All recorded transaction between entities must include the date, time, amount, and purpose of the transaction.

**Detailed Employee Timekeeping**

Detailed timekeeping records must be maintained for any person employed by both a DSHS contractor and its abortion-services affiliate. Each entity must keep separate timekeeping records for such employees that clearly reflect the work performed for each entity. Payroll costs for these employees must accurately reflect the timekeeping records of each entity and must show that only time employed for an entity is reflected in that entity's payroll records. Such employees must never be paid by one entity while performing work related duties for the other. For a description of acceptable timekeeping systems that may be used for these purposes please see Section 6.05.01 of the [DSHS Contractor's Financial Procedures Manual](#).

**Clear Signage**

If a DSHS contractor and its abortion-services affiliate are located at the same physical location, the existence and separate nature of the affiliate relationship and the services provided by each entity must be clearly reflected by all signage located in areas accessible to the public. Signage in this instance is a physical or electronic representation that reflects the name, location, and/or services provided by each entity. Signage may include, but is not limited to:

- signs posted or painted on the interior or exterior doors or windows of a physical location;
- phonebook listings;
- websites;
- social networking sites; and
- email footers.

Family planning funds may never be used to pay for any portion of an abortion-services affiliate's signage. This includes either a physical sign or an electronic representation such as a webpage.

**Separate Books**

DSHS contractors and their abortion-services affiliates must each maintain separate records adequate to show compliance with the requirements listed above. All transactions between the DSHS contracting agency and its abortion-services affiliate, as outlined in their formal "cost sharing" agreement, must be clearly delineated in each entity's financial records. All recorded transactions between entities must include the date, time, amount, and purpose of the transaction.

**Reporting Additional Shared Sites to DSHS**

Contractors must notify, in writing, their contract manager if an abortion-services affiliate is located at a new or existing location where DSHS services are provided.

# **Section II**

## **Eligibility, Client Services, and Community Activities**

**Purpose:** Section II provides policy requirements for providing client services and community activities.

---

**CLIENT ELIGIBILITY SCREENING PROCESS**

DSHS Family Planning contracted agencies must screen all potential family planning clients for eligibility in the following programs that provide family planning services: Medicaid, the Texas Women's Health Program (TWHP), and then the DSHS Family Planning Program. Eligibility screening criteria and processes are described below.

**SCREENING FOR MEDICAID AND TWHP**

If the client has a Medicaid card, it can be used to document Medicaid eligibility. All women 18-44 years of age who are not eligible for full Medicaid services must be screened for TWHP.

**How to know if a person is covered by the TWHP:**

- She will be issued a 'Your Texas Benefits' card with "TWHP" printed in the upper right corner.
- She should show her 'Your Texas Benefits' card at the point of service delivery.

Even with this card, providers must verify the person's eligibility. Providers can log on to [www.YourTexasBenefitsCard.com](http://www.YourTexasBenefitsCard.com) or call TMHP at 1-800-925-9126.

Providers can also log on to [TexMedConnect](http://TexMedConnect) to check the member's Medicaid ID number (PCN).

If a woman is screened as potentially eligible for TWHP, the contractor must assist the client to complete the TWHP Application Form #H1867. (See below for additional information to assist clients with the TWHP application process).

**TEXAS WOMEN'S HEALTH PROGRAM (TWHP)**

All women 18-44 years of age must be screened for TWHP. TWHP is a state-funded program administered by the Texas Health and Human Services Commission (HHSC) to provide uninsured women with family planning exams, related health screenings, and birth control. Family planning contractors must be a provider of TWHP services.

TWHP is for women who meet the following qualifications:

- ages 18-44 - women can apply the month of their 18<sup>th</sup> birthday through the month of their 45<sup>th</sup> birthday;
- U.S. citizens and qualified immigrants;
- reside in Texas;

- do not currently receive full Medicaid benefits, Children’s Health Insurance Program (CHIP), or Medicare Part A or B;
- are not pregnant;
- have not been sterilized, are infertile, or are unable to get pregnant due to medical reasons;\*
- do not have private health insurance that covers family planning services, unless filing a claim on the health insurance would cause physical, emotional or other harm from a spouse, parent, or other person; and
- have a countable household income at or below 185 percent of the federal poverty level.

*\*If a woman has received a sterilization procedure but has not had the sterilization confirmed, the woman may still qualify for TWHP. TWHP covers the confirmation of the sterilization procedure. However, no other TWHP services are covered for women that have received a sterilization procedure.*

Contractors must assist individuals who screen eligible for TWHP to complete the TWHP Application Form #H1867 and verify the person’s income, identity and citizenship in accordance with TWHP policies. Adjunctive eligibility is available if she or a member of her family is participating in a gateway program that requires income verification and is limited to participants at or below 185% FPL (Special Supplemental Nutrition Program for Women, Infants, and Children [WIC], Food Stamps, Temporary Assistance for Needy Families or children’s Medicaid). For more information on documents that are acceptable as proof of adjunctive eligibility see the [TWHP website](#).

**The TWHP Application, HHSC Form # H1867** is used to apply for the TWHP if the screening form indicates that a woman is likely to be determined eligible. Note: a TWHP Screening Tool or [TWHP Application Form #H1867](#) must be maintained in the client record for all potentially eligible TWHP clients.

After ensuring that the application is completed and signed, the contractor must fax the front page of the application to the toll-free number included on the application to HHSC for processing. Verification of income, expenses, or adjunctive eligibility, identity, and citizenship must also be faxed with the application. Contractors must fax the application to the eligibility office even if all required documentation is not provided by the client. The eligibility office will contact the client for any missing information. To minimize paperwork and the chance that verification will be lost, the documents should be photocopied to fit on one sheet, if possible. A woman’s enrollment in the TWHP will be effective from the first day of the month the State receives her application for the program. For example, if a woman applies for the TWHP on January 20 and she is certified, her enrollment will be effective starting January 1.

**RE-SCREENING FOR THE TWHP**

DSHS contractors are not required to re-screen TWHP clients who return for services within 35 calendar days of their initial visit. Any client whose eligibility for TWHP has not been determined after 35 days of the initial visit, must be re-screened at subsequent visits. Clients who were initially screened ineligible for the TWHP because of their citizenship or immigration status must be re-screened annually or when the client reports a change in their citizenship or immigration status. If the client has been deemed ineligible, a copy of the denial letter must be maintained in the client record. Clients who do not provide a copy of denial letter must be re-screened at subsequent visits.

Contractors are not required to re-screen new clients who are already recipients of the TWHP or Medicaid. For clients who have not previously been screened for the TWHP by the clinic where she is seeking services, a photocopy of their eligibility card must be maintained in the client record to document eligibility. Individuals who refuse to apply for the TWHP must be re-screened at subsequent visits.

**SCREENING FOR DSHS FAMILY PLANNING PROGRAM ELIGIBILITY**

All DSHS Family Planning contractors must perform an annual eligibility screening assessment on all clients who present for family planning services. DSHS Family Planning contractors must use one of the following eligibility screening tools to assess client eligibility for family planning services:

- DSHS INDIVIDUAL Eligibility Screening Form (EF05-14215) (see Appendix B); DSHS HOUSEHOLD Eligibility Screening Form (EF05-14214) with HOUSEHOLD Eligibility Screening Form Worksheet (Form EF05-13227) (See Appendix C); or
- Any other eligibility screening form substitute (e.g., in-house form, electronic/automated form, phone interview, etc.), that contains the required DSHS information for determining eligibility, and is approved by the DSHS Family Planning Program.

The completed eligibility form must be maintained in the client record, indicating the client's poverty level and the co-pay amount he or she will be charged. Client eligibility must be assessed on an annual basis.

The eligibility assessment may be completed over the phone or in the office, but a completed screening tool must be maintained in the client record.

**DETERMINING DSHS FAMILY PLANNING PROGRAM ELIGIBILITY****Eligibility Requirements**

- Eligible clients must be:

- females of childbearing age who have not had sterilization surgery or other condition resulting in sterilization and who are seeking family planning services;
- males of reproductive age who have not had sterilization surgery or other condition resulting in sterilization and who are seeking family planning services;
- Texas residents. Residency is self-declared. Contractors may require residency verification, but such verification should not jeopardize delivery of services;
- at/or under 250% of the federal poverty level (FPL). Contractors must require income verification. If the methods used for income verification jeopardize the client's right to confidentiality or impose a barrier to receipt of services, the contractor must waive this requirement. Reasons for waiving verification of income must be noted in the client record.
- For un-emancipated, unmarried individuals UNDER 18 years of age, if parental consent is required for the receipt of services per Section 32 of the Texas Family Code, the family's income must be considered in determining the charge for the service.
- If parental consent is not required to provide services to an individual UNDER 18 years of age, per Section 32 of the Texas Family Code, only the individual's income is used to assess eligibility, not the income of other family members. In this case, the minor's own income is applied and the size of the family should be recorded as one.

**Contractors who have expended their awarded funds must continue to serve their existing eligible clients (clients seen within the current contract year).**

For the purpose of determining family planning eligibility, the following definitions will be used:

- **Household** -- The household consists of a person living alone or a group of two or more persons related by birth, marriage including common-law, or adoption, who reside together and are legally responsible for the support of the other person. Household is self-declared.
  - For example: If an unmarried applicant lives with a partner, ONLY count the partner's income and children as part of the household IF the applicant and his/her partner have mutual children together. Unborn children should also

be included. Treat applicants who are 18 years of age as adults. No children aged 18 and older or other adults living in the household should be counted as part of the household group.

- **Income** -- All income received must be included. Income is calculated before taxes (gross). Include sources of income as defined in the DSHS Family Planning Definition of Income (See Appendix D).
  - For individuals who are married or who are 18 years of age or older, the income of all family members must be used.
  - For un-emancipated, unmarried individuals UNDER 18 years of age, if parental consent is required for the receipt of services per Section 32 of the Texas Family Code, the family's income must be considered in determining the charge for the service.
  - If parental consent is not required to provide services to an individual UNDER 18 years of age, per Section 32 of the Texas Family Code, only the individual's income is used to assess eligibility, not the income of other family members. In this case, the minor's own income is applied and the size of the family should be recorded as one.
- **Income Deductions** - Dependent care expenses shall be deducted from total income in determining eligibility. Allowable deductions are actual expenses up to \$200.00 per child per month for children under age 2 and \$175.00 per child per month for each dependent age 2 or older.

Legally obligated child support payments made by a member of the household group shall also be deducted. Payments made weekly, every two weeks or twice a month must be converted to a monthly amount by using one of the conversion factors listed below.

### Monthly Income Calculation

- If income is received in lump sums or at longer intervals than monthly, such as seasonal employment, the income is prorated over the period of time the income is expected to cover.
- Weekly income is multiplied by 4.33.
- Income received every two weeks is multiplied by 2.17.
- Income received twice monthly is multiplied by 2.
- Subsidized services must be made available to clients up to 250% of the current FPL.

## ADJUNCTIVE ELIGIBILITY

An applicant is considered adjunctively (automatically) eligible for DSHS Family Planning Program services at an initial or renewal eligibility screening, if she is currently enrolled in one of the following programs:

- Children’s Health Insurance Program (CHIP) Perinatal,
- Medicaid for Pregnant Women,
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC),
- Supplement Nutrition Assistance Program (SNAP), or
- Texas Women’s Health Program (TWHP).

The applicant must be able to provide proof of active enrollment in the adjunctively eligible program. Acceptable eligibility verification documentation may include:

<b>PROGRAM</b>	<b>DOCUMENTATION</b>
CHIP Perinatal	<i>CHIP Perinatal benefits card</i>
Medicaid for Pregnant Women	<i>‘Your Texas Benefits’ card (Medicaid card)**</i>
SNAP	<i>SNAP eligibility letter</i>
TWHP	<i>‘Your Texas Benefits’ card**</i>
WIC	<i>WIC verification of certification letter, printed WIC-approved shopping list, or recent WIC purchase receipt with remaining balance</i>

**\*\*NOTE:** Presentation of the ‘Your Texas Benefits’ card does not completely verify current eligibility. To verify eligibility, contractors can go to [www.YourTexasBenefitsCard.com](http://www.YourTexasBenefitsCard.com), call TMHP at 1-800-925-9126, or access [TexMedConnect](#) to enter or give the applicant’s Medicaid ID number (PCN) as listed on the card.

If the applicant’s current enrollment status cannot be verified during the eligibility screening process, adjunctive eligibility would not be granted. Contractor would then determine eligibility according to usual protocols.

## CALCULATION OF APPLICANT’S FEDERAL POVERTY LEVEL PERCENTAGE

### Household FPL Calculation

If a contractor collects a client co-pay, the contractor must determine the applicant's exact household Federal Poverty Level (FPL) percentage. The steps to do so include:

1. Determine the applicant's household size.
2. Determine the applicant's total monthly income amount.
3. Divide the applicant's **total monthly income** amount by the **maximum monthly income** amount at 100% FPL, for the appropriate **household size**.
4. Multiply by 100%

The maximum monthly income amounts by household size are based on the Department of Health and Human Services [federal poverty guidelines](#). The guidelines are subject to change around the beginning of each calendar year. For more information see Appendix E.

*Example:*

Applicant has a total monthly income of \$2,063 and counts three (3) family members in the household.

Total Monthly Income		Maximum Monthly Income (Household Size of 3)				Actual Household FPL%
\$2,093	÷	\$1,674	=	1.25	x 100% =	125% FPL

## DATE ELIGIBILITY BEGINS

An individual is eligible for services beginning the date the contractor determines the individual eligible for the program and signs the completed application.

## CLIENT FEES/CO-PAYS

**All** family planning services provided at a DSHS family planning funded clinic, including non-reimbursable services, must be offered on a fee scale. (See sample fee scale Appendix E.)

Please note the following:

- Medicaid-eligible clients must never be charged a fee for services covered by Medicaid.
- TWHP-eligible clients must never be charged a fee for services covered by TWHP.

- Clients must never be denied services because of inability to pay current fees or any fees owed. Signs indicating this policy should be visibly posted at contractor clinic sites.

**CO-PAY GUIDELINES:**

- All clients between 101% and 250% FPL must be assessed a fee or co-pay for family planning services. A client's account must reflect that they have been charged a fee or co-pay even if they were unable to pay at the time of services or if the fee or co-pay was waived.
- Clients that are responsible for paying any fee for their services should be given bills directly at the time of services.
- Contractors must maintain records regarding client fees paid and any balance owed. However, contractors must have a system for aging accounts receivable. This system must be documented in the contractor's policy and procedures and must clearly indicate a timeframe for removing balances from a client's account due to inability to pay.
- Contractors must not charge a fee for family planning services to individuals whose income and family size place them at or below 100% FPL, or to Medicaid or TWHF-eligible clients.
- A fee scale must be developed and implemented with sufficient proportional increments so that inability to pay is never a barrier to service. A fee scale is required for individuals with household incomes between 101% and 250% of FPL. Fees must be waived for individuals with family incomes above this amount who, as determined by the service site project director, are unable, for good cause, to pay for family planning services. For a sample sliding fee scale see Appendix E.
- Appendix E is a sample of a flat co-pay scale. Contractors can adopt the sample or develop their own. The flat fee scale must have proportional FPL increments and co-pay amounts. The maximum co-pay amount must not exceed \$30.00. If a contractor does not use the DSHS Family Planning sample, the scale must be submitted to and approved by the DSHS Family Planning Program staff.
- The fee scale must be updated when the revised Federal Poverty Income Guidelines are released. Contractors must have policies and procedures regarding fee collection, which must be approved by the contractor's Board of Directors.

- 
- Services may be provided to clients with third-party insurance if the confidentiality of the client is a concern or if the client's insurance deductible is 5% or greater of their monthly income.
  - Client co-pays collected by the contractor are considered program income and must be used to support the delivery of DSHS family planning services.
  - Contractors must continue to bill for services when allocated funds are expended.

---

**GENERAL CONSENT**

Contractors must obtain the patient's written, informed, voluntary general consent to receive services prior to receiving any clinical services. A general consent explains the types of services provided and how client/patient information may be shared with other entities for reimbursement or reporting purposes. If there is a period of time of three years or more during which a patient does not receive services, a new general consent must be signed prior to reinitiating delivery of services.

Consent information must be effectively communicated to every patient in a manner that is understandable. This communication must allow the patient to participate, make sound decisions regarding her/his own medical care, and address any disabilities that impair communication (in compliance with Limited English Proficiency regulations). Only the patient may consent. For situations when the patient is legally unable to consent (e.g., a minor or an individual with development disability), a parent, legal guardian, or caregiver must consent. Consent must never be obtained in a manner that could be perceived as coercive.

In addition, as described below, the contractor must obtain the informed consent of the client for procedures as required by the Texas Medical Disclosure Panel.

DSHS contractors should consult a qualified attorney to determine the appropriateness of the consent forms utilized by their health care agency.

**PROCEDURE-SPECIFIC INFORMED CONSENTS****Sterilization Procedures:**

There are two consent forms required for sterilization procedures:

- the Sterilization Consent Form, and
- the Texas Medical Disclosure Panel Consent.

**The Sterilization Consent Form**

The Sterilization Consent Form is a federally mandated consent form and is necessary for both abdominal and trans-cervical sterilization procedures in women and vasectomy in men. It is provided in the Texas Medicaid Provider Procedures Manual (TMPPM), and is the only acceptable consent form for sterilizations funded by regular Medicaid (Title XIX), TWHP, or the DSHS Family Planning and Expanded Primary Health Care Programs. An electronic copy of the Sterilization Consent Forms (in English and Spanish) may be found on the [TMHP website](#). In brief, the individual to be sterilized must:

- be at least **21 years old** at the time the consent is obtained;
- be mentally competent;
- voluntarily give his or her informed consent;
- sign the consent form **at least 30 days but not more than 180 days prior** to the sterilization procedure\*; and
- may choose a witness to be present when the consent is obtained.

*\*An individual may consent to be sterilized at the time of premature delivery or emergency abdominal surgery, if at least 72 hours have passed after the client gave informed consent to sterilization. In the case of premature delivery, the informed consent must have been given at least 30 days before the expected date of delivery.*

The consent form must be signed and dated by the:

- individual to be sterilized;
- interpreter, if one is provided;
- person who obtains the consent; and
- physician who will perform the sterilization procedure.

Informed consent may **not** be obtained while the individual to be sterilized is:

- in labor or in the process of delivering an infant or infants;
- seeking to obtain or obtaining an abortion; or
- under the influence of alcohol or other substances that affect the individual's state of awareness.

### **Texas Medical Disclosure Panel Consent**

The [Texas Medical Disclosure Panel \(TMDP\)](#) was established by the Texas Legislature to 1) determine which risks and hazards related to medical care and surgical procedures must be disclosed by health care providers or physicians to their patients or persons authorized to consent for their patients, and 2) establish the general form and substance of such disclosure. TMDP has developed a List A (informed consent requiring full and specific disclosure) for certain procedures, which can be found in the [Texas Administrative Code \(TAC\)](#).

Contractors that directly perform tubal sterilization and/or vasectomy (both List A procedures), must also complete the [TMDP Disclosure and Consent Form](#). This consent is in addition to the Sterilization Consent Form noted on the previous page.

The required disclosures for tubal sterilization are:

- injury to the bowel and/or bladder;

- sterility;
- failure to obtain fertility (if applicable);
- failure to obtain sterility (if applicable); and
- loss of ovarian functions or hormone production from ovary(ies).

The required disclosures for vasectomy are:

- loss of testicle; and
- failure to produce permanent sterility.

For all other procedures not on List A, the physician must disclose, through a procedure-specific consent, all risks that a reasonable patient would want to know about. This includes all risks that are inherent to the procedure (one which exists in and is inseparable from the procedure itself) and that are material (could influence a reasonable person in making a decision whether or not to consent to the procedure).

### CONSENT FOR SERVICES TO MINORS

Minors age 17 and younger are required to obtain consent from a parent or guardian before receiving certain medical services. DSHS Family Planning contractors must have proof of a parent's or guardian's consent prior to providing family planning services to a minor client. Proof of consent must be included in the minor client's medical record.

Parental consent is **not** required for minors to receive pregnancy testing, HIV/STD testing, or treatment for a STD.

For information on health services and consent requirements for minors see: [Adolescent Health – A Guide for Providers](#) and [The Texas Family Code, Chapter 32](#), part of which is outlined below.

Texas Family Code Chapter 32 Sec. 32.003. CONSENT TO TREATMENT BY CHILD: There are instances in which a child may consent to medical, dental, psychological, and surgical treatment for the child by a licensed physician or dentist if the child:

- (1) is on active duty with the armed services of the United States of America;
- (2) is:
  - (A) 16 years of age or older and resides separate and apart from the child's parents, managing conservator, or guardian, with or without the consent of the parents, managing conservator, or guardian and regardless of the duration of the residence; and

- (B) managing the child's own financial affairs, regardless of the source of the income;
- (3) consents to the diagnosis and treatment of an infectious, contagious, or communicable disease that is required by law or a rule to be reported by the licensed physician or dentist to a local health officer or the Texas Department of Health, including all diseases within the scope of Section 81.041, Health and Safety Code;
- (4) is unmarried and pregnant and consents to hospital, medical, or surgical treatment, other than abortion, related to the pregnancy;
- (5) consents to examination and treatment for drug or chemical addiction, drug or chemical dependency, or any other condition directly related to drug or chemical use;
- (6) is unmarried, is the parent of a child, and has actual custody of his or her child and consents to medical, dental, psychological, or surgical treatment for the child; or
- (7) is serving a term of confinement in a facility operated by or under contract with the Texas Department of Criminal Justice, unless the treatment would constitute a prohibited practice under Section 164.052(a)(19), Occupations Code.

## CONSENT FOR HIV TESTS

[Texas Health and Safety Code](#) §81.105 and §81.106 are as follows:

### § 81.105. INFORMED CONSENT

- (a) Except as otherwise provided by law, a person may not perform a test designed to identify HIV or its antigen or antibody without first obtaining the informed consent of the person to be tested.
- (b) Consent need not be written if there is documentation in the medical record that the test has been explained and the consent has been obtained.

### § 81.106. GENERAL CONSENT

- (a) A person who has signed a general consent form for the performance of medical tests or procedures is not required to also sign or be presented with a specific consent form relating to medical tests or procedures to

---

determine HIV infection, antibodies to HIV, or infection with any other probable causative agent of AIDS that will be performed on the person during the time in which the general consent form is in effect.

- (b) Except as otherwise provided by this chapter, the result of a test or procedure to determine HIV infection, antibodies to HIV, or infection with any probable causative agent of AIDS performed under the authorization of a general consent form in accordance with this section may be used only for diagnostic or other purposes directly related to medical treatment.

---

## CLINICAL GUIDELINES

This chapter describes the requirements and recommendations for contractors pertaining to the delivery of direct clinical services to patients. In addition to the requirements and recommendations found within this section, contractors should follow national evidence-based guidelines, including those found within the publication, Providing Quality Family Planning Services, [Recommendations of CDC and the U.S. Office of Population Affairs](#). The contractor should also review the [U.S. Preventive Services Task Force \(USPSTF\) recommendations](#) and provide services that incorporate USPSTF A and B recommendations that are appropriate for the target population.

### PATIENT HEALTH RECORD (MEDICAL RECORD)

Contractors must ensure that a patient health record (medical record) is established for every client who obtains clinical services (also see Section 1, Chapter 4 – Client Records Management.)

All patient health records must be:

- Complete, legible, and accurate documentation of all clinical encounters, including those by telephone;
- Written in ink without erasures or deletions; or documented in Electronic Health Records (EHR) or Electronic Medical Record (EMR);
- Signed by the provider making the entry, including name of provider, provider title, and date for each entry;
  - Electronic signatures are allowable to document provider review of care. However, stamped signatures are not allowable.
- Readily accessible to assure continuity of care and availability to patients; and
- Systematically organized to allow easy documentation and prompt retrieval of information.

The patient health record must include:

- Client identification and personal data including financial eligibility;
- Preferred language and method of communication;
- Patient contact information - include the best way to reach patient to facilitate continuity of care, assure confidentiality, and adhere to HIPAA regulations (also see HIPAA and Minors, Section I Chapter 3);
- Medical history;
- Physical examination;
- Laboratory and other diagnostic tests orders, results, and follow-up;
- Assessment or clinical impression;
- Plan of care, including education, counseling, treatment, special instructions, scheduled visits, and referrals;
- Informed consent documentation;

- Refusal of services documentation, when applicable;
- Medication and other allergic reactions recorded prominently in specific location; and
- Problem list.

## MEDICAL HISTORY AND RISK ASSESSMENT

At the initial clinical visit, a **comprehensive** medical history must be obtained on all patients. Any pertinent history must be updated at each subsequent clinical visit. Each clinic visit should include a risk assessment that meets the needs and concerns of the patient. See the [USPSTF recommendations](#).

For a checklist of family planning and related preventive health services for women and men see Appendix F, or the [Morbidity and Mortality Weekly Report \(MMWR\) Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs](#).

The **comprehensive** medical history must address the following:

- Reason for visit;
- Current health status, including acute and chronic medical conditions;
- Significant past illnesses, including hospitalizations;
- Previous surgery and biopsies with dates, and when possible and pertinent, the results/final diagnosis/pathology;
- Blood transfusions and other exposure to blood products;
- Current medications, including prescription, over the counter (OTC) as well as complementary and alternative medicines (CAM);
- Allergies, sensitivities, or reactions to medicines and other substances;
- Use of tobacco/alcohol/illicit drugs (including type, duration, frequency, route);
- Immunization status/assessment ([see child, adolescent, adult immunization schedules](#));
  - Rubella - based on a history of rubella vaccination or documented rubella serology – non-pregnant female patients of childbearing age with unknown or inadequate rubella immunity must be provided vaccination on-site or referred appropriately.\*
- Review of systems with pertinent positives and negatives documented in chart;
- Assessment for sexual and intimate partner violence (IPV) (mandated by [Texas Family Code](#), Chapter 261 and Rider 14;
- Assessment for environmental safety (e.g. bike helmets, seat belts, car seats, etc.);
- Occupational hazards or environmental toxin exposure;
- Pertinent mental health history (e.g., depression, anxiety);
- Pertinent family history; and
- Pertinent partner history, including injectable drug use, number of partners, STI/STDs and HIV history and risk factors, gender of sexual partners.

*\*Family planning contractors can voluntarily participate in the [Adult Safety Net \(ASN\) Program](#) or the [Texas Vaccines for Children \(TVFC\)](#). Both programs provide vaccines at no cost.*

Reproductive health history in **female patients** must include:

- Menstrual history;
- Pertinent sexual behavior history, including family planning practices (i.e., contraceptive use – past and current), number of partners, gender of sexual partners, last sexual encounter, sexual abuse;
- Obstetrical history;
- Gynecological and urologic conditions;
- STI/STDs, and HIV history, risks, and exposure;
- Cervical cancer screening history (date and results of last Pap test or other cervical cancer screening test, note any abnormal results and treatment).

Reproductive health history in **male patients** must include:

- Pertinent sexual behavior history, including family planning practices (e.g., contraceptive use – past and current), number of partners, gender of sexual partners, last sexual encounter, and sexual abuse;
- STI/STDs and HIV history, risks, and exposure; and
- Genital and urologic conditions, as indicated.

## PHYSICAL ASSESSMENT

**All patients must be provided an appropriate physical assessment as indicated by patient history. A physical examination is not essential prior to the provision of most contraceptive methods and should not be a barrier to the patient receiving a method of contraception.**

The initial physical exam may be deferred if the patient history and presentation do not reveal potential problems requiring immediate evaluation. The initial physical exam should be performed within 6 months.

The following are the required components of client physical assessment.

### Initial Family Planning Visit

- Height measurement;
- Body Mass index (BMI), waist measurement and/or other measurement to assess for underweight, overweight, and obesity;
- Blood pressure evaluation;
- Other systems as indicated by history. (e.g., pelvic exam, evaluation of thyroid, heart, lungs, abdomen).

---

**Annual Family Planning Visit (subsequent to initial visit)**

- Height measurement annually until 5 years post menarche for females and until age 20 years for males;
- Weight measurement annually (to assess for diagnosis of underweight, overweight, and obesity);
- Blood pressure evaluation;
- Other systems as indicated by history (e.g., pelvic exam, evaluation of thyroid, heart, lungs, abdomen).

Clinic visits for a purpose other than an Initial Family Planning Visit or an Annual Family Planning Visit should include the services that meet the individualized family planning needs and concerns of the patient.

**Resources:**

- [American Congress of Obstetricians and Gynecologists \(ACOG\)](#)
- [American Cancer Society Guidelines for the Early Detection of Cancer](#)
- [Morbidity and Mortality Weekly Report \(MMWR\) Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs](#)
- [Morbidity and Mortality Weekly Report \(MMWR\) Sexually Transmitted Diseases Treatment Guidelines, 2015.](#)

**LABORATORY TESTS**

Family planning patients must be provided appropriate laboratory and diagnostic tests **as indicated** by history, physical examination, and clinical assessment, including specific laboratory or diagnostic tests required for the provision of specific contraceptive methods. The following tests or procedures must be provided:

- Cervical cancer screening for females age 21 years and older;
- Sexually transmitted infection screening as per [CDC guidelines](#);
- Pregnancy test must be provided on-site;
- Rubella serology (for females), if status not previously established by patient history and documented in chart, either on-site or by referral;
- Colorectal cancer screening in individuals 50 years of age and older;
- **Human Papillomavirus (HPV) Testing** is only reimbursable for family planning female patients who are 21 years or older after an initial ASC-US Pap result. (See current information about [HPV and HPV testing](#). For the management of abnormal Pap tests, see the [ASCCP Cervical Cytology Consensus Guideline Algorithms](#).)
- HIV Testing; and

- Other labs (such as blood glucose, lipid panel, thyroid stimulating hormone, etc.) as indicated by risk assessment, history and physical, either on-site or by referral.\*

\* *Initial tests may be deferred until the initial physical exam is provided.*

Agencies must have written plans to address laboratory and other diagnostic tests orders, results and follow-up to include:

- Tracking and documentation of tests ordered and performed for each client;
- Tracking test results and documentation in patients' records;
- Mechanism to notify patients of results in a manner to ensure confidentiality; privacy and prompt, appropriate follow-up; and
- Provider must comply with state and local STI/STD reporting requirements.

### Cervical Cancer Screening

#### ACOG/NBCCEDP/ACS/ASCCP/ASCP Cervical Cancer Screening Guidelines:

- Cervical cancer screening begins at age 21 years;
- Cervical cytology (Pap smear) alone screening every three (3) years for women between the ages of 21 and 29 years;
- Cervical cytology (Pap smear) alone every three (3) years **or** cervical cytology and HPV co-testing every five (5) years for women between the ages of 30 and 65 years;
- Continue screening women who had a hysterectomy for CIN disease for 20 years, even if this extends screening past age 65 years;
- Continue screening women who have had cervical cancer indefinitely as long as they are in reasonable health;
- Both liquid-based and conventional methods of cervical cytology are acceptable for screening.

Women with special circumstances, who are considered high-risk (e.g. HIV+, immunosuppressed or were exposed to Diethylstilbestrol (DES) in utero) may be screened annually or more frequently as determined by the clinician.

- **Chlamydia screening** is recommended for:
  - All sexually active females age 25 and younger annually, even if asymptomatic;
  - Women of any age, if risk factors are present, including but not limited to:
    - a new sex partner during the past 60 days;
    - multiple sex partners;
    - cervicitis or signs and/or symptoms of other STI;
    - pelvic inflammatory disease (PID) history;
    - exposed to STI/STD in past 60 days;
    - pregnancy/currently planning pregnancy;
    - prior positive test for chlamydia or other STI/STD within the past 12 months; and
    - women three to four months after treatment of a previous chlamydia infection, especially in adolescents, as follow-up for possible reinfection, not as a test of cure.

NOTE: There is currently insufficient evidence to recommend routine chlamydia screening in all sexually active men. It should, however, be considered in clinical areas with a high prevalence of chlamydia such as adolescent clinics and correctional facilities. Sexual risk assessment should be conducted to determine the appropriateness for screening, even if asymptomatic.

- **Gonorrhea screening** is recommended for all sexually active females age 25 and younger and for older females at increased risk for gonorrheal infection. Increased risk is defined as a history of prior gonorrheal or other sexually transmitted infections; new or multiple sexual partners; inconsistent condom use; sex work; and drug use. The U.S. Preventive Services Task Force (USPSTF) does not recommend routine screening for gonorrhea in men and women who are at low risk for infection.
- **HPV Testing** is only reimbursable for Family Planning female patients who are 21 years or older after an initial ASC-US pap result.
- **Herpes Simplex Virus (HSV) Testing** is frequently diagnosed through clinical evaluation of lesions, and viral culture and serological testing methods are available for use.
  - The Centers for Disease Control and Prevention (CDC) recommends cell culture and polymerase chain reaction (PCR) for patients who present with genital ulcers or other mucocutaneous lesions. There are limitations to the ability to obtain adequate samples for culture depending on staging of the lesion:
    - Screening for HSV-1 or HSV-2 in the general population is not indicated;
    - Type specific serologic testing might be useful in the following cases:

- A presenting patient with recurrent genital symptoms or atypical symptoms with negative HSV PCR or culture.
  - A presenting patient with clinical diagnosis of genital herpes without laboratory confirmation.
  - A presenting patient with a partner with genital herpes.
- **HIV Screening:**  
Contractors are required to perform on-site HIV testing. Providers should follow [CDC recommendations](#) that all clients age 13-64 years be screened routinely for HIV infection and that all persons likely to be at high risk for HIV be rescreened at least annually. CDC further recommends that screening be provided after the patient is notified that testing will be performed as part of general medical consent unless the patient declines ([opt-out screening](#)).

### EXPEDITED PARTNER THERAPY

Expedited Partner Therapy (EPT) is the clinical practice of treating the sex partners of patients diagnosed with chlamydia or gonorrhea by providing prescriptions or medications to the patient to take to his/her partner without the health care provider first examining the partner.

Texas Administrative Code 22 TAC §190.8 was amended to allow EPT for STI treatment.

- DSHS endorses the [CDC recommendations](#) for the use of EPT. Clinic sites implementing EPT should develop necessary policies, procedures and Standing Delegation Orders (SDOs) to reflect the [CDC guidelines](#). For more information on implementing EPT see the [DSHS HIV/STD website](#). At this time, no reimbursement is available for clinical services to individuals not seen as patients at the clinic.

### RADIOLOGY PROCEDURES

On occasion, a provider may need to locate a “lost” Intrauterine Contraception (IUC)/Intrauterine Device (IUD) or non-palpable contraceptive implant. The provider has the choice of using traditional X-ray or ultrasound for locating these contraceptive devices (See Appendix A for CPT codes and descriptors).

### EDUCATION AND COUNSELING SERVICES

Patient education and counseling is an essential and integral component of a family planning office visit. One of the goals of family planning is to assist patients to maintain or reach their desired family size, which may involve avoiding or delaying pregnancy or achieving a desired pregnancy. Another purpose of counseling in the family planning setting is to assist patients to reach an informed decision regarding her/his reproductive health, as well as her/his

choice and continued use of family planning methods and services. This is often called a reproductive life plan. Counseling should include the importance of a reproductive life plan with all family planning clients, and providing preconception health services as a part of family planning services, as appropriate.

All counseling must be guided by the wishes of the patient. Counseling must provide neutral, factual information and be nondirective.

Contractors must have written plans for patient education that ensure consistency and accuracy of information provided, as well as identify a mechanism to determine patient understanding of the information. Patient education and counseling should be patient-centered, based on the client's history or risk assessment and need.

Patient education must be:

- Documented in the patient record;
- Appropriate to patient's age, level of knowledge and socio-cultural background; and
- Presented in an unbiased manner.

Initial education must provide patients with information needed to:

- Make informed decisions about family planning;
- Be aware of available contraceptive methods, including benefits and efficacy;
- Reduce risks of STI/STDs and HIV;
- Understand range of services available and how to access specific services needed;
- Understand importance of recommended screening tests, health promotion and disease prevention strategies (e.g., cervical cancer screening, colo-rectal cancer screening, smoking cessation, proper diet or physical activity guidelines); and
- Understand breast or testicular awareness/self-examination, as appropriate.

Persons providing counseling should:

- Be knowledgeable, objective, non-judgmental, and sensitive to the rights and differences of individual patients;
- Provide accurate, consistent, current information about the available contraceptive methods, including benefits, risks, safety, effectiveness, potential side effects, complications, danger signs and return to fertility or other issues related to discontinuation; and
- Document session in the patient record.

### **Method Counseling**

Patients being provided contraceptive method-specific information must receive individualized dialogue that covers:

- 
- Results of physical exam and evaluation;
  - Correct use of the contraceptive method(s) selected for personal use by the client, as well as possible side effects and complications;
  - Back up methods, including information about emergency contraception and discontinuation issues;
  - Scheduled revisits;
  - Access for urgent and emergency care, including 24-hour emergency telephone number; and
  - Appropriate referral for additional services as needed.

Providers are encouraged to present the most effective methods of contraception first, before presenting information on less effective methods. This information should state that long-acting reversible contraception (LARC) methods are safe and effective for most women, including those who have never given birth and adolescents. A visual depiction of contraceptive methods arranged in order of typical effectiveness can be found in Appendix G or [here](#).

### **Problem Counseling**

Problem counseling may be provided when a patient wishes to discuss issues that are not directly related to a contraceptive method. Examples include sexuality concerns, options counseling for an unintended pregnancy, and nutrition performed by a registered dietitian or weight reduction counseling.

All patients must receive accurate and thorough patient-centered counseling about STIs and HIV to include:

- Discussion about personal risks;
- Risk reduction and infection prevention information, to address sexual abstinence, mutual monogamy with an uninfected partner, and/or condom use, as appropriate for the client; and
- Referral services.

### **HIV Counseling**

Contractors may provide negative HIV test results to patients in person, by telephone, or by the same method or manner as the results of other diagnostic or screening tests. The provision of negative test results by telephone must follow procedures that address patient confidentiality, identification of the client, and prevention counseling. Contractors must always provide positive HIV test results to patients in a face-to-face encounter with an immediate opportunity for counseling and referral to community support services. Test results must be provided by staff knowledgeable about HIV prevention and HIV testing. Clients whose risk assessment reveals high-risk behaviors should be provided directly, or referred for, more extensive risk reduction counseling by a DSHS HIV/STD Program trained risk reduction specialist. To find a DSHS HIV/STD Program contractor, visit the [DSHS HIV/STD website](#).

**Preconception Counseling**

Preconception counseling is an integral part of a reproductive life plan and should be provided to patients who may become pregnant in the future. The counseling discussion should include the importance of a reproductive life plan with all family planning clients, providing preconception health services as a part of preventive health services, as appropriate.

For more information on Preconception Counseling see:

- [DSHS Family Planning website](#);
- [Some Day Starts Now campaign](#);
- [Morbidity and Mortality Weekly Report \(MMWR\) Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs](#); and
- [American Congress of Obstetricians and Gynecologists website](#).

**Pregnancy Counseling**

The visit should include a discussion about the client's reproductive life plan and a medical history that includes asking about any coexisting conditions (e.g., chronic medical illnesses, physical disability, and psychiatric illness).

Pregnancy counseling must be provided according to the needs of the client, as follows:

- Patients with positive pregnancy test results should be given information about good health practices during early pregnancy and provided or referred for a confirmatory physical assessment and prenatal care as soon as possible, preferably within 15 days.
- If ectopic pregnancy is suspected, the patient is referred for immediate diagnosis and treatment.
- Patients with positive pregnancy test results must be offered and, upon patient request, provided options counseling regarding prenatal care and delivery; infant care, foster care, or adoption. If requested, the contractor must provide neutral, factual information and nondirective counseling on each of the options, and referral upon request, except with respect to any option(s) about which the pregnant woman indicates she does not wish to receive such information and counseling. Counseling on abortion services is not a covered service.
- Patients with negative pregnancy test results must be offered and, upon patient request, provided information about the availability of contraceptive and infertility services, as appropriate.

**Counseling Adolescents**

Adolescents age 17 and younger must be provided individualized family planning counseling and medical services that meet their specific needs. Appointments

should be available to them for counseling and medical services as soon as possible. It is important not to assume that adolescents are sexually active simply because they have come for family planning services.

Contractors must address these issues in counseling adolescents:

- all methods of contraception, including abstinence;
- discussion about contraceptive options and safer sex practices that reduce risk for STI/HIV and pregnancy;
- identifying and resisting sexual coercion; and
- discussion about partner, dating, and/or family violence, as well as available resources and/or assistance.

### **Minors and Confidentiality**

Except as permitted by law, a provider is legally required to maintain the confidentiality of care provided to a minor. Confidential care does not apply when the law requires parental notification or consent or when the law requires the provider to report health information, such as in the cases of contagious disease or abuse. The definition of privacy is the ability of the individual to maintain information in a protected way. Confidentiality in health care is the obligation of the health care provider not to disclose protected information. While confidentiality is implicit in maintaining a patient's privacy, confidentiality between provider and patient is not an absolute right.

The HIPAA privacy rule requires a covered entity to treat a “personal representative” the same as the individual with respect to uses and disclosures of the individual’s protected health information. In most cases, parents are the personal representatives for their minor children, and they can exercise individual rights, such as access to medical records, on behalf of their minor children (Code of Federal Regulations [45CFR164.504]).

**For more information see:**

[Adolescent Health – A Guide for Providers.](#)

### **REFERRAL AND FOLLOW-UP**

Contractors should assist patients to meet all identified health care needs either directly or by referral. When services required as part of the family planning contract are to be provided by referral, the contractor must establish a written agreement with a referral resource for the provision of services and reimbursement of costs and assure that the patient is charged no more than the appropriately assessed fee.

Contractors must have written policies and procedures for follow-up on referrals that are made as a result of abnormal physical examination or laboratory test findings. These policies must be sensitive to patients’ concerns for confidentiality

and privacy and must be in compliance with state or federal requirements for transfer of health information. Before a delegate can consider a patient as ‘lost to follow-up,’ the contractor must have at least three documented separate attempts to contact the patient.

For services determined to be necessary, but are not provided by the contractor, patients must be referred to other resources for care. Contractors are expected to have established communications with [Federally Qualified Health Centers \(FQHCs\)](#) or DSHS-funded organizations that provide [primary care](#) or [breast cancer and cervical cancer services](#) for referral purposes, if there are any such providers within their service area. Whenever possible, patients should be given a choice of referral resources from which to select. When a patient is referred to another resource because of an abnormal finding or for emergency clinical care, the contractor must:

- make arrangements for the provision of pertinent patient information to the referral resource (obtaining required patient consent with appropriate safeguards to ensure confidentiality – i.e., adhering to HIPAA regulations);
- advise patient about his/her responsibility in complying with the referral;
- follow up to determine if the referral was completed; and
- document the outcome of the referral.

Health services available through DSHS-funded organizations can be found by searching the DSHS Family & Community Health Services [Clinic Locator](#).

Patients who have abnormal clinical breast exam (CBE) or cervical cytology findings may be scheduled to return for repeat exams if this is considered to be appropriate follow up by the clinician. For patients whose cervical cytology test or CBE results in an abnormal finding that requires referral for services beyond those available through family planning, contractors are encouraged, whenever possible, to refer to a DSHS Breast and Cervical Cancer Services (BCCS) contractor. In order to promote the most effective use of limited resources, family planning contractors’ clinicians should be familiar with nationally recognized guidelines and algorithms describing recommended practice regarding abnormal cervical cytology and CBE results.

## **METHODS OF FERTILITY REGULATION**

One of the goals of family planning is to assist patients to develop a reproductive life plan, which may involve avoiding or delaying pregnancy or achieving a desired pregnancy to reach her/his optimal family size. Contractors are expected to have multiple strategies available to patients within their family planning services.

In addition to patient counseling - **which would include abstinence from sexual intercourse, fertility awareness methods (FAM) (e.g., natural family planning), and postpartum lactational amenorrhea method (LAM)** - a broad range of Federal Drug Administration (FDA)-approved methods of contraception must be made available to the patient, either directly or by referral to another provider of contraceptive services. Having a broad range of contraceptive methods is central to client-centered care, a core aspect of providing quality services. Individual clients need to have a choice so they can select a method that best fits their particular circumstances. This is likely to result in more correct and consistent use of the chosen methods.

Not all brands of the different contraceptive methods need to be made available, but each numbered contraceptive method must be available on-site or by referral.

**Most Effective**

1. Contraceptive Implant (e.g., Nexplanon)
2. Intrauterine Devices (IUD) (e.g., Mirena, ParaGard, Skyla, Liletta)
3. Sterilization (male and female)

**Moderately Effective**

4. Contraceptive Injections (e.g., Depo-Provera)
5. Oral Contraceptive Pills
6. Transdermal Hormonal Contraceptive (e.g., the patch)
7. Vaginal Hormonal Contraceptive Ring (e.g., the ring)
8. Diaphragm

**Least Effective**

9. Cervical cap
10. Female condom
11. Male condom
12. Sponge
13. Vaginal spermicide
14. Withdrawal

Note: Provision of emergency contraceptive (EC/ECP) is not a covered service.

A visual depiction of contraceptive methods arranged in order of typical effectiveness can be found on the [CDC website](#).

LARC (IUDs and implants) have definite benefits related to contraceptive efficacy, patient convenience, and long term costs. Contractors should discuss and offer these methods for consideration to all women and adolescents, as medically appropriate. As with all methods, the patient's preference after

receiving unbiased, factual, nondirective education should be respected. For more information on LARC methods, see:

- [ACOG Long Acting Reversible Contraception Program](#);
- [LARC First](#); and
- [Bedsider](#).

Contractors that have a Class D Pharmacy should offer the full range of available contraceptive methods on-site.

The table below outlines which contraceptive methods must be provided on-site based on access to a Class D Pharmacy.

Methods Provided On-Site	Class D Pharmacy	Class D Pharmacy Exemption
<b>Anti-infectives for the treatment of STI</b>	✓	
<b>Barrier methods and spermicides</b>	✓	✓
<b>Injectable hormonal contraceptives</b>	✓	✓
<b>Oral contraceptives</b>	✓	
<b>Sexual abstinence education and counseling</b>	✓	✓
<b>Transdermal hormonal contraceptive (patch) and/or vaginal hormonal contraceptive (ring)</b>	✓	

A specific contraceptive method that requires additional clinical expertise outside the training of the Family Planning Contractor Clinicians (i.e. sterilization) may be provided by referral. If a contractor provides a method or service by referral, the method or service must be provided to patients at the referral site at no fee or at the same discounted client fee that would be charged if the method or service were provided on-site. The referring site must have a written agreement with the referral site to provide the method or service to patients under this condition.

Sterilization procedures, when performed or arranged for by the contractor, must be in compliance with consent requirements for sterilization of persons in federally assisted family planning projects. The federally mandated consent form is necessary for both abdominal and trans-cervical sterilization procedures in women and vasectomy in men.

Contractors may develop a written policy related to provision of the more expensive contraceptive methods (excluding oral contraceptives) that establishes a process for prioritizing patients to whom these methods would be made available. Examples of methods that would require a policy are sterilization surgery, IUD, and/or implant. A patient who is not offered a more expensive method, according to the policy, still must have access to a range of available methods to meet the individual needs of the patient. For some patients a longer

duration method, such as the contraceptive implant or an IUD, would be an acceptable alternative to sterilization.

**Note:** Abortion is not considered a method of family planning and no state funds appropriated to the department shall be used to pay the direct or indirect costs (including overhead, rent, phones and utilities) of abortion procedures provided by contractors.

Contractors should make **basic infertility services** available on-site to women and men desiring such services and have a written policy addressing infertility services. Basic services include initial infertility interview, education, physical examination, counseling, and appropriate referral. For information on basic infertility services see the MMWR Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs, [Basic Infertility Services](#).

## PROTOCOLS, STANDING DELEGATION ORDERS, AND PROCEDURES

Contractors that provide clinical services must develop and maintain written clinical protocols and standing delegation orders (SDOs) in compliance with statutes and rules governing medical and nursing practice and consistent with national evidence-based clinical guidelines. When DSHS revises a policy, contractors need to incorporate the revised policy into their written protocols, SDOs, and procedures.

### Protocols

Contractors that employ Advanced Practice Nurses or Physician Assistants must have written protocols to delegate authorization to initiate medical aspects of patient care. The protocols need not describe the exact steps that an advanced practice nurse or a physician assistant must take with respect to each specific condition, disease, or symptom. **The protocols must be reviewed, agreed upon, signed, and dated by the supervising physician and the physician assistant and/or advanced practice nurse, at least annually, and maintained on-site.**

### Standing Delegation Orders

Contractors that employ unlicensed and licensed personnel, other than advanced practice nurses or physician assistants, whose duties include actions or procedures for a patient population with specific diseases, disorders, health problems or sets of symptoms, must have written SDOs in place. SDOs are distinct from specific orders written for a particular patient. SDOs are instructions, orders, rules, regulations or procedures that specify under what set of conditions and circumstances actions should be instituted. The SDOs delineate under what set of conditions and circumstances an RN, LVN, or non-licensed healthcare provider (NLHP) actions or tasks may be initiated in the clinical setting, and

provide authority for use with patients when a physician or advance practice provider is not on the premises, and or prior to being examined or evaluated by a physician or advanced practice provider. Example: SDO for assessment of Blood Pressure/Blood Sugar which includes an RN, LVN or NLHP that will perform the task, the steps to complete the task, the normal/abnormal range, and the process of reporting abnormal values. Other applicable SDOs when a physician is not present on-site may include, but are not limited to:

- obtaining a personal and medical history;
- performing an appropriate physical exam and the recording of physical findings;
- initiating/performing laboratory procedures;
- administering or providing drugs ordered by voice communication with the authorizing physician;
- providing pre-signed prescriptions for :
  - oral contraceptives;
  - diaphragms;
  - contraceptive creams and jellies;
  - topical anti-infective for vaginal use;
  - oral anti-parasitic drugs for treatment of pinworms;
  - topical anti-parasitic drugs; or
  - antibiotic drugs for treatment of STI/STDs.
- handling medical emergencies – to include on-site management as well as possible transfer of client;
- giving immunizations; or
- performing pregnancy testing.

**The SDOs must be reviewed, signed, and dated by the supervising physician who is responsible for the delivery of medical care covered by the orders and other appropriate staff, at least annually and maintained on-site.**

### **Patient Education**

In addition to the above, contractors must have written plans for patient education that include goals and content outlines to ensure consistency and accuracy of information provided. Plans for patient education must be reviewed and signed by the Medical Director.

### **Resources**

Requirements addressing scope of practice and delegation of medical and nursing acts can be accessed at the following websites: [Texas Medical Board](#); and [Board of Nurse Examiners for the State of Texas](#).

Rules that are most pertinent to this topic are:

- [Texas Administrative Code](#), Title 22, Part 9, Chapter 193;

- 
- [Texas Administrative Code](#), Title 22, Part 11, Chapters 221 and 224; and
  - [Texas Administrative Code](#), Title 22, Part 9, Chapter 185 (Physician Assistant Scope of Practice).

## EMERGENCY RESPONSIVENESS

Contractors must be adequately prepared to handle clinical emergency situations, as follows:

- There must be a written plan for the management of on-site medical emergencies, emergencies requiring ambulance services and hospital admission, and emergencies requiring evacuation of the premises.
- Each site where sterilization procedures are performed must have an arrangement with a licensed facility for emergency treatment of any surgical complication. If sterilization procedures are performed in a freestanding surgical care center or on an inpatient basis in a hospital, Medicare standards applicable to the facility and staff must be met.
- Each site must have staff trained in basic cardiopulmonary resuscitation (CPR) and emergency medical action. At least one staff trained in basic CPR must be present during all hours of clinic operation.
- There must be written protocols to address vaso-vagal reactions, anaphylaxis, syncope, cardiac arrest, shock, hemorrhage, and respiratory difficulties.
- Each site must maintain emergency resuscitative drugs, supplies, and equipment appropriate to the services provided at that site and appropriately trained staff when patients are present.
- Documentation must be maintained in personnel files that staff has been trained regarding these written plans or protocols.

**PROGRAM PROMOTION and OUTREACH**

Contractors must promote their primary health care program and provide outreach within the community in order to:

- inform the public of the purpose of the program and available services;
- disseminate basic family planning and primary health care knowledge;
- enlist community support; and
- attract potential clients.

To help facilitate community awareness of and access to family planning and primary health care services, contractors should establish and implement planned community activities to promote their programs.

Contractors should consider a variety of program promotion and client outreach strategies in accordance with organizational capacity, availability of existing resources and materials, and the needs and culture of the local community. In order to gauge the efficacy of program promotion and client outreach activities, contractors must:

- develop an annual primary health care program promotion and client outreach plan that includes a minimum of 6 outreach/promotion activities for the year;
- regularly monitor plan implementation;
- evaluate the plan on an annual basis; and
- modify program promotion and outreach activities, as needed.

**Contractors must submit a one-page Program Promotion Plan for the fiscal year within forty-five (45) days of the contract start date.** The plan should describe the agency's outreach and marketing strategy, and include a description of planned activities to reach potential family planning clients. Contractors must submit a quarterly Family Planning Program Promotion/Outreach Progress Report to: [famplan@dshs.state.tx.us](mailto:famplan@dshs.state.tx.us).

**Due dates:**

- 10/15/2015 – Initial one-page Program Promotion Plan
- 12/31/2015 – 1<sup>st</sup> quarter Program Promotion Progress Report
- 03/31/2016 – 2<sup>nd</sup> quarter Program Promotion Progress Report
- 06/30/2016 – 3<sup>rd</sup> quarter Program Promotion Progress Report
- 08/31/2016 – 4<sup>th</sup> quarter Program Promotion Progress Report

# **Section III**

## **Reimbursement, Data Collection and Reporting**

**Purpose:** Section III provides policy requirements for submitting reimbursement, data collection, and required reports.

---

### MEDICAID PROVIDER ENROLLMENT

DSHS Family Planning contractors are required to enroll as Medicaid (Title XIX) providers with TMHP. The Family Planning contractor must complete the required Medicaid provider enrollment application forms and enter into a written provider agreement with the HHSC, the single state Medicaid agency. TMHP Provider Enrollment supplies these forms.

Family Planning agencies are not required to enroll as a Physician Group, which includes an application for Performing Provider number. To enroll as a family planning agency, all that is required is a supervisory practitioner. The supervisory practitioner may be a physician or nurse practitioner, and it may be the same person for all clinic sites. Changes in supervisory practitioner must be reported in writing to TMHP. An application must be submitted for the new supervisory practitioner.

When enrolling as a Title XIX provider, Clinical Laboratory Improvement Amendments (CLIA) information must be provided. For public health agencies that provide limited numbers of tests, one CLIA certificate is all that is required for all clinics.

#### **Provider Identifiers**

When a contractor's Medicaid application is approved, TMHP assigns the contractor a nine-digit Texas Provider Identifier (TPI). **Contractors must have a unique TPI for each clinical service site.**

Contractors must submit claims to TMHP using the billing TPI where clinical services are rendered. Contractors must not provide family planning clinical services at one clinic site and bill those services to TMHP using the TPI of a different clinic site. If an additional TPI clinic site is required, providers must contact TMHP and complete the enrollment process.

The TPI is used in conjunction with a National Provider Identifier (NPI) to identify the provider for claims processing. An NPI is a 10-digit number assigned randomly by the National Plan and Provider Numeration System (NPPES). Contractors may apply for an NPI at the [NPPES](#) website.

When a provider obtains their NPI they are required to attest to NPI data for each of their current TPI. For more information on NPI and the attestation process please visit the [TMHP](#) website.

#### **Texas Medicaid & Healthcare Partnership and Compass 21**

DSHS Family Planning Program claims are submitted to TMHP. TMHP processes claims using Compass 21, an automated claims processing and reporting system. Claims are subject to the following procedures:

- Claims are verified through a series of program edits and audits.
- Contractors receive an explanation of each payment or denial. The explanation is called the Remittance and Status (R&S) report, which contractors may access electronically through the TMHP website. The report identifies paid, denied, or pending claims. If no claim activity or outstanding account receivable exists during the time period, the contractor will not receive an R&S for the week.

**Texas Medicaid Provider & Procedures Manual**

The *Texas Medicaid Provider & Procedure Manual* (TMPPM) includes information related to DSHS Family Planning Program claims submission such as:

- Funding sources;
- Claim billing instructions for family planning and third-party insurance;
- Sterilization consent form instructions;
- Use of the 2017 Claim Form;
- Filing deadlines;
- Claim appeals;
- Family Planning Program information;
- Diagnosis and procedure codes;
- Contraceptive devices and related procedures;
- Drugs and supplies;
- Medical counseling and education;
- Sterilization and sterilization-related procedures; and
- Additional filing resources.

In addition, Medicaid bulletins and R&S banner messages provide up-to-date claims filing and payment information. The R&S banner messages, and the TMPPM are all available on the [TMHP website](#).

**REIMBURSEMENT FOR FAMILY PLANNING SERVICES**

Family planning contractors may seek reimbursement for project costs using one or two methods.

- a) Contractors may submit monthly vouchers for expenses outlined in a categorical budget approved by DSHS, as required for the categorical cost reimbursement method, and/or
- b) Contractors may be reimbursed using the fee-for-service reimbursement method, by submitting monthly claims to TMHP for services rendered.

Contractors may designate up to 50% of their total award on a categorical cost reimbursement basis. The remaining portion of their award will be paid on a fee-for-service basis. Contractors may designate up to 100% of their total award on a fee-for-services basis.

### **Categorical Reimbursement**

The categorical portion of the DSHS Family Planning Program funding is used to develop and maintain contractor infrastructure for the provision of family planning services. The funding can be used to support clinic facilities, staff salaries, utilities, medical and office supplies, equipment, and travel, as well as direct medical services. Costs may be assessed against any of the following categories the contractor identifies during their budget development process:

- Personnel;
- Fringe Benefits;
- Travel;
- Equipment and Supplies;
- Contractual;
- Other; and
- Indirect Costs.

Up to 50% of the DSHS Family Planning Program funds may be disbursed to contractors through a voucher system as expenses are incurred during the contract period. Program income must be expended before categorical funds are requested through the voucher process. Contractors must still submit vouchers monthly even if program income equals or exceeds program expenses, or if the contract reimbursement limit has been met. When program expenses exceed program income, the monthly voucher will result in a payment. Program income includes all fees paid by the clients, third party reimbursements from Medicaid, TWHF, Medicare, commercial insurance payments, and DSHS family planning fee-for-service.

To request reimbursement for the categorical contract, the following forms must be submitted monthly within **30 days following the end of the month in which the costs were incurred**:

- State of Texas Purchase Voucher (DSHS Form B-13);
- Supporting Schedule for DSHS Family Planning Reimbursement Vouchers (Form B-13X)

The following forms must be submitted within **60 days following the end of the contract term**:

- Final State of Texas Purchase Voucher (DSHS Form B-13)

- Supporting Schedule for DSHS Family Planning Reimbursement Vouchers (Form B-13X).

The [Client Services Contracting Unit \(CSCU\) website](#) provides necessary financial forms. For questions concerning budget and financial reporting contact the Contract Oversight and Support Branch (COS) at 512-776-7484.

### **Fee-for-Service Reimbursement**

The fee-for-service portion of the DSHS Family Planning Program funding pays for direct medical services on a fee-for-services basis. Up to 100% of the DSHS family planning funds may be reimbursed on a fee-for-service basis. Each provider is responsible for determining an individual's eligibility for clinical services. The DSHS Family Planning Program reimburses contractors on a fee-for-service basis for services and supplies that have been provided to eligible clients. DSHS Family Planning Program contractors must continue to provide services to established clients and to submit and appeal claims for client services even after the contract funding limit has been met.

All contractors are required to use the 2017 Claim Form for submission of all DSHS Family Planning Program services to TMHP. A copy of the [2017 Claim Form](#) is available from the TMHP website. The TMPPM provides detailed instructions of how to complete the form, including required fields.

DSHS Family Planning Program claims or appeals must be filed within certain timeframes:

- Initial claims submission: Submitted within 95 days of the date of service on the claim or date of any third party insurance explanation of benefit (EOB). If the 95<sup>th</sup> day falls on a weekend or holiday, the filing deadline is extended until the next business day.
- Appeals: Submitted within 120 days of the date on the R&S Report on which the claim reaches a finalized status. If the 120<sup>th</sup> day falls on a weekend or holiday, the filing deadline is extended until the next business day. If the claim is denied for late filing due to the initial submission deadline, documentation of timely filing must be submitted along with the claim appeal. Refer to the TMPPM for further information.
- All claims and appeals must be submitted and processed within 60 days after the end of the contract period.
- All claims must continue to be billed and denied claims appealed even after the contract funding limit has been met.

DSHS Family Planning Program contractors may contact the TMHP Contact Center from 7:00 a.m. to 7:00 p.m. (CST), Monday through Friday at 800-925-9126 for questions about claims and payment status.

**Rate Reduction of 7%**

The DSHS Budget Reduction was directed to implement a 7% reduction in reimbursement rates effective September 1, 2011. The CPT code reimbursement rates will remain the same and the 7% reduction will be taken from the total amount to be reimbursed. This reduction will not change the contract amount.

**DSHS Family Planning Program Procedure Codes**

DSHS Family Planning Program reimbursement is limited to a prescribed set of procedure codes approved by DSHS. For a complete list of valid DSHS Family Planning Program procedures see Appendix A.

DSHS Family Planning Program contractors may submit claims for clients' office visits that reflect four different levels of service for **new** clients, and four different levels of service for **established** clients. A new client is defined as one who has not received clinical services at the contractor's clinic(s) during the previous three years. The level of services, which determines the procedure code to be billed for that client visit, is indicated by a combination of factors such as the complexity of the problem addressed and the time spent with the client by clinic providers. The [American Medical Association \(AMA\)](#) publishes materials related to Current Procedural Terminology (CPT) ® coding that include guidance on office visit codes (Evaluation and Management Services – E/M).

**Medroxyprogesterone Acetate Injection Fee**

Providers may not bill a lower complexity office visit code (99211/99212) when the primary purpose is for the client to receive an injection of Medroxyprogesterone acetate (Depo-Provera/DMPA/depo) injection; rather, they should bill the injection fee (96372) with the Depo-Provera contraceptive method (J1050).

**The Texas Women's Health Program (TWHP) may reimburse for treatment of some sexually transmitted infections and diseases (STDs).**

TWHP reimbursement for treatment of STDs is available only if the condition was discovered during a visit where the primary purpose was the client's family planning needs, i.e., contraception or contraceptive counseling.

- TWHP covers treatment for the following conditions:
  - Gardnerella
  - Trichomoniasis
  - Candida
  - Chlamydia
  - Gonorrhea

- Herpes
- Procedure codes for STD treatment have not been added as valid TWHP procedure codes, with the exception of gonorrhea. The gonorrhea treatment procedure code is J0696. Clients can access all other prescribed drugs for STD treatment through pharmacies that are enrolled in the [Texas Vendor Drug Program \(VDP\)](#).
- For more information, call the TMHP Contact Center at 800-925-9126.

**Electronic Claims Submission**

All DSHS Family Planning Program contractors are strongly encouraged to submit claims electronically. TMHP offers specifications for electronic claims formats. These specifications are available from the TMHP Provider Portal and relate the paper claim instruction to the electronic format. Contractors may use their own claims filing system, vendor software, or TexMedConnect (a free Web-based claims submission tool available through the TMHP website) for submission of electronic claims. For more information concerning electronic claims submission, contractors may contact the TMHP Electronic Data Interchange (EDI) Help Desk at 512-514-4150 or 888-863-3638. Additional information may be found on the TMHP website.

**TWHP Claims Pending Eligibility Determination**

To verify an applicant's TWHP eligibility:

- Clients will be issued a Your Texas Benefits card with "TWHP" printed in the upper right corner.
- Clients should show their Your Texas Benefits card at the point of service delivery.
- Even with this, though, providers will need to verify the client's eligibility. Providers can do this by going to [www.YourTexasBenefitsCard.com](http://www.YourTexasBenefitsCard.com). Or, providers can continue to call TMHP at 1-800-925-9126 or go to TexMedConnect on the TMHP website and check the member's Medicaid ID number (PCN).

Contractors must hold claims up to 35 calendar days for clients who have applied to the TWHP. If a client's TWHP eligibility has not been determined after 35 calendar days, the contractor may bill the service to the DSHS Family Planning Program if the client has a current eligibility form on file. If the contractor files a DSHS Family Planning Program claim for a potentially TWHP-eligible client before the end of the 35 day waiting period, the contractor should include a copy of the TWHP denial letter in the client record before filing the claim or encounter. After 35 days, the contractor does not have to document in the client record that they checked for the TWHP eligibility or include a copy of the TWHP denial letter in the client record before filing a DSHS Family Planning Program claim.

**STERILIZATION BILLING/REPORTING**

DSHS Family Planning Program contractors receive reimbursement for vasectomy or tubal ligation sterilization procedures as part of their family planning services. Reimbursement is paid under a global fee and covers all costs associated with the procedure - office visits, lab tests, surgery costs, anesthesia, and follow-up procedures/tests. The client may not be billed for any cost above the reimbursement rate. Client co-pays for sterilizations must follow the contractor's established co-pay policy and may not exceed the allowable amount.

Contractors shall expend no more than 15% of their combined DSHS Fee-for-Service and DSHS Categorical contract amounts on female sterilizations as a part of this contract.

Allowable sterilization codes, descriptions, and reimbursement amounts are as follows:

55250	Male sterilization, Vasectomy, global fee
58565	Female sterilization, hysteroscopy with bilateral fallopian tube cannulation and placement of permanent implants to occlude the fallopian tubes
58600	Female sterilization, Fallopian tube transection, blocking, or other procedure, global fee

**Conditions for Sterilization Procedures**

Clients receiving a vasectomy or tubal ligation sterilization procedure must:

- be twenty-one years of age or older;
- be mentally competent; clients are presumed to be mentally competent unless adjudicated incompetent for the purpose of sterilization;
- not be institutionalized in a correctional facility, mental hospital, or other rehabilitative facility;
- not give consent in labor or childbirth; and
- not give consent if under the influence of alcohol or drugs.

**Waiting Period**

- Family Planning contractors may provide sterilization services to their clients after a waiting period of 30 days.
- Sterilization may be performed in less than 30 days but more than 72 hours after the date of the individual's signature on this consent form in the following two instances:

- Premature delivery. Individual's expected delivery date must be completed on sterilization consent form; or
- Emergency abdominal surgery. Individual's circumstances must be described on sterilization consent form.

The consent for sterilization is valid for 180 days from the date of the client's signature.

### **Sterilization Consent Form**

The TMPPM provides both an English and Spanish version of the Sterilization Consent Form to be used by DSHS Family Planning Program contractors. The form may be copied for use and contractors are encouraged to frequently re-copy the original form to ensure legible copies and to expedite consent validation. The TMPPM also includes detailed instructions for the completion of the Sterilization Consent Form. For more information regarding the Sterilization Consent Form and Instructions please see Section II, Chapter 2 in this manual.

### **Sterilization Complications**

Contractors may request reimbursement for costs associated with patient complications related to sterilization procedures. Contractors may be reimbursed for approved charges up to \$1,000 per occurrence. To request reimbursement contractors should provide the DSHS Family Planning Program with the following information:

- A copy of the R&S report showing that a sterilization procedure was performed on the client in question;
- A narrative summary detailing the procedure performed and any related complications;
- All surgical and progress notes for the client related to the complications of the sterilization procedure;
- The initial operative report for the sterilization surgery; and
- A completed paper 2017 Claim Form detailing the procedures for which the contractor is seeking reimbursement (list all procedures related to the complication even if they are not typically reimbursable under the DSHS Family Planning Program).

### **IUD AND CONTRACEPTIVE IMPLANT COMPLICATIONS**

Contractors may request reimbursement for costs associated with patient complications related to IUD or Contraceptive Implant insertions or removals.

Contractors may be reimbursed for approved charges up to \$1,000 per occurrence. To request reimbursement contractors should provide the DSHS Family Planning Program with the following information:

- A copy of the R&S report showing that an IUD or Contraceptive Implant insertion or removal procedure was performed on the client in question;
- A narrative summary detailing the procedure performed and any related complications;
- All surgical and progress notes for the client related to the complication of the IUD or Contraceptive Implant insertion or removal procedure; and
- A completed paper 2017 Claim Form detailing the procedures for which the contractor is seeking reimbursement (list all procedures related to the complication even if they are not typically reimbursable under the DSHS Family Planning Program).

## **RETROACTIVE ELIGIBILITY**

### **Title XIX Retroactive Eligibility**

Retroactive eligibility occurs when an individual has applied for Medicaid coverage but has not yet been assigned a Medicaid client number at the time of service. Individuals who are eligible for Title XIX (Medicaid) medical assistance receive three months prior eligibility to cover any medical expenses incurred during that period.

### **DSHS Family Planning Program Retroactive Eligibility**

Any co-pay collected from a client found to be eligible retroactively for Medicaid must be refunded to the client. If a claim has been paid and later the client receives retroactive Title XIX (Medicaid) eligibility, TMHP recoups/adjusts the funds paid from the DSHS Family Planning Program and processes the claim as Title XIX. A DSHS Family Planning Program accounts receivable (A/R) is then established for the adjusted claim.

Note: Contractors are responsible for paying DSHS back the amount of any DSHS Family Planning Program A/R balance that may remain at the end of a state fiscal year.

The contractors' DSHS Family Planning Program R&S Report(s) will reflect the retroactive Title XIX adjustment with EOB message "Recoupment is due to Title XIX retro eligibility."

Assistance on reconciling R&S reports may be provided through the TMHP Contact Center from 7:00 a.m. to 7:00 p.m. CST, Monday through Friday at 800-925-9126. A TMHP Provider Relations representative is also available for these

specific questions, as a representative can be located by region on the TMHP website.

**Performing Provider Number and Retroactive Eligibility**

DSHS Family Planning claims do not require a performing provider number for reimbursement. However, if a Title XIX retroactive eligibility claim does not have a performing provider number in a TPI format, TMHP will deny the services. A common EOB message for this specific denial is *EOB 00118: Service(s) require performing provider name/number for payment*. A request for reconsideration of claim reimbursement may be sent to TMHP through the appeal methods.

Note: The performing provider number requirement applies to all Title XIX submissions.

**Claims Submitted with Laboratory Services**

If a Title XIX retroactive eligibility claim includes laboratory services and the DSHS Family Planning Program contractor is not CLIA certified for the date of service on the claim, TMHP will deny the laboratory services. The Title XIX R&S report will reflect *EOB 00488 message: "Our records indicate that there is not a CLIA number on file for this provider number or the CLIA is not valid for the dates of services on the claim"*.

When this occurs, the laboratory that performed the procedure(s) is responsible for re-filing laboratory charges with TMHP to receive Title XIX reimbursement. For claims past the 95-day filing deadline, the laboratory will be required to follow their Medicaid appeals process. DSHS contractors must make arrangements with their contracted laboratory to recoup any funds paid to the laboratory for lab services for DSHS Family Planning Program clients prior to Title XIX retro eligibility determination.

**Patient Co-Pays**

Title XIX does not allow providers to collect co-pays. DSHS family planning contractors must refund any co-pay collected if the client services were billed to Title XIX.

Also see Section II, Chapter 1 for DSHS Family Planning Program for co-pay guidelines.

Note:

Contractors who have expended their awarded funds must continue to serve their existing eligible clients per the Family Planning policy. It is allowable to obtain other funding to pay for these services as well as continue to charge co-pay per policy. This funding should be recorded as program income for the family planning contract.

---

**BILLING FOR ADDITIONAL WRAP-AROUND SERVICES****TWHP Clients**

To receive DSHS Family Planning Program reimbursement for wrap-around services provided to a TWHP client, a separate DSHS Family Planning claim for the client must be filed, listing only the codes for the wrap-around services.

The following procedure codes are the only codes billable to the DSHS Family Planning Program as wrap-around services:

A9150 Non Prescription Drug  
J3490 Unclassified Drug

No other procedure codes, including visit codes, should be included in the DSHS Family Planning Program wrap-around services claim submission.

The following services are also billable for TWHP clients when the primary diagnosis is not contraceptive related:

- Follow-up Pap Test
  - Contractors must file a separate DSHS Family Planning Program claim with a diagnosis code of 622.9. Contractors may be reimbursed for the Pap test, the appropriate counseling code, and the appropriate visit code.
- STD/STI Testing
  - Contractors must file a separate DSHS Family Planning Program claim with a diagnosis code of V01.6. Contractors may be reimbursed for STD/STI tests and STD/STI related services.
- Pregnancy Testing
  - Contractors must file a separate DSHS Family Planning Program claim with a diagnosis code of V72.40.

**Medicaid and Emergency Medicaid Clients**

The wrap-around process also includes reimbursement for post-partum female sterilizations and long acting reversible contraception (LARC) for Medicaid and Emergency Medicaid clients, as long as the client will also be eligible for the DSHS Family Planning Program at the time of delivery and has signed the Sterilization Consent Forms (as applicable) within the appropriate timeframe. The contractor is responsible for developing a process to determine DSHS Family Planning Program eligibility.

The procedure codes for post-partum LARC and female sterilizations are as follows:

---

J7300	Copper intrauterine contraceptive
J7301	Levonorgestrel-Releasing intrauterine contraceptive system (SKYLA, 13.5 mg)
J7302	Levonorgestrel intrauterine contraceptive (Mirena, 52 mg)
J7307	Implantable contraceptive capsule
11981	Non biodegradable drug delivery implant insertion
58300	Insertion of intrauterine device
58565	Female sterilization, hysteroscopy with bilateral fallopian tube cannulation and placement of permanent implants to occlude the fallopian tubes
58600	Female sterilization, Fallopian tube transection, blocking, or other procedure, global fee

To receive DSHS Family Planning Program reimbursement for sterilizations and LARCs for Medicaid and Emergency Medicaid clients, contractors must file a separate DSHS Family Planning Program claim with one of above-listed procedure codes.

### **DONATIONS**

Voluntary donations from clients are permissible. However, clients must not be pressured to make donations, and donations must not be a prerequisite to the provision of services or supplies. Donations are considered program income per specification of contract general provisions. All donations must be documented by source, amount, and date they were received by the contractor. Contractors must have a written policy on the collection of donations. Client donations collected by the contractor must be utilized to support the delivery of family planning services.

### **ADDITIONAL RESOURCES**

[The Financial Administrative Procedures Manual for DSHS Contractors](#) provides DSHS contractors with a comprehensive guide on basic accounting and financial management system requirements.

**REQUIRED REPORTS**

## Financial Reporting

## VOUCHER AND REPORT SUBMISSION – Categorical

**PROGRAM INFORMATION:****Program Name:** Family Planning**Contract Type:** Categorical**Contract Term:** September 1st thru August 31st**VOUCHER: Voucher 1****Voucher Name:** State of Texas Purchase Voucher-Form B-13**Submission Date:** By the last business day of the following month. Final voucher due within 45 days after end of the contract term.**Submit Copy to:**

Name of Unit/Branch	Original Signature Required		Accepted Method of Submission	# Copies
	Yes	No		
Contract Development & Support Branch (CDSB)		X	Email (preferred), or Fax	1
Accounting Section/Claims Processing Unit (CPU)		X	Email (preferred), or Fax	1

**Instructions:** Attach B-13X to voucher form B-13 for CDSB and CPU.

**NOTE: Vouchers must be submitted each month even if there are zero expenditures. Vouchers must still be submitted each month for actual expenditures of the program even if the contract limit has been reached.**

**VOUCHER: Report 1--Supporting****Report Name:** Supporting Schedule for Family Planning Reimbursement Vouchers Form B-13X in Excel format**Submission Date:** By the last business day of the following month. Final B-13X due within 45 days after end of the contract term.**Submit Copy to:**

Name of Unit/Branch	Original Signature Required		Accepted Method of Submission	# Copies
	Yes	No		
Contract Development & Support Branch (CDSB)		X	Email (preferred), or Fax	1
Accounting Section/Claims Processing Unit (CPU)		X	Email (preferred), or Fax	1

**Instructions:** Attach B-13X to B-13 for CDSB and CPU.

**REPORT: Report 1****Report Name:** Financial Status Report Form 269A**Submission Date:** Quarterly, Sept 1-Nov 30, Dec 1-Feb 28, Mar 1-May 31, and June 1-Aug 31. Submit 30 days after the end of each quarter. The final quarterly FSR is due 45 days after the end of the contract term. The final quarter report includes all final charges and expenses associated with the program contract. Mark it as "Final".**Submit Copy to:**

Name of Unit/Branch	Original Signature Required		Accepted Method of Submission	# Copies
	Yes	No		
Contract Development & Support Branch (CDSB)	X		Email (preferred), or Fax	1
Accounting Section/Claims Processing Unit (CPU)	X		Email (preferred), or Fax	1

**Instructions:** Form 269A must have an original signature (scanned email or fax accepted).

<b>Email Addresses:</b>	CDSB	<a href="mailto:cdsb@dshs.state.tx.us">cdsb@dshs.state.tx.us</a>
	CPU	<a href="mailto:invoices@dshs.state.tx.us">invoices@dshs.state.tx.us</a>
<b>Fax Numbers:</b>	CDSB	(512) 776-7521
	CPU	(512) 776-7442
<b>Mail Codes:</b>	CDSB	Please use mail codes on all mail coming into DSHS to ensure accurate delivery. Mail code 1914
	CPU	Mail code 1940
<b>Mailing Address for CDSB:</b>		Contract Development & Support Branch, Mail Code 1914 Department of State Health Services P.O. Box 149347 Austin, TX 78714-9347

Last Updated/Reviewed: 6/11/2015

**PROGRAM INFORMATION:****Program Name:** Family Planning**Contract Type:** Fee-for-Service (File Furnished Voucher thru TMHP TexMed Connect/Compass 21)**Contract Term:** September 1st thru August 31st**CLAIMS SUBMISSION INFORMATION:****Claims Submission Form:** 2017 Claim Form--File Furnished Voucher thru TMHP TexMed Connect/Compass 21**Claims Filing Deadline:** Within 95 days from date of service or date of 3rd party insurance EOB form. Within 45 days after the end of the contract term.**Claims Submission Entity:** Texas Medicaid Healthcare Partnership/Compass 21**NOTE: Claims must continue to be submitted to TMHP TexMed Connect/Compass 21 even if the contract limit has been reached.****NOTE: Appeals must be submitted within 120 days of rejection during the contract term.****All appeals must be submitted and finalized within 45 days after the end of the contract term.****REPORT: Report 1****Report Name:** Financial Reconciliation Report (FRR)**Submission Date:** No later than 60 days after the end of the contract term**Submit Copy to:**

Name of Unit/Branch	Original Signature Required		Accepted Method of Submission	# Copies
	Yes	No		
Contract Development & Support Branch (CDSB)	X		Email (preferred), or Fax	1

**Instructions:** FRR form does require a signature (scanned or fax accepted), and needs to only be sent to CDSB.

<b>Email</b>	CDSB	<a href="mailto:cdsb@dshs.state.tx.us">cdsb@dshs.state.tx.us</a>
<b>Addresses:</b>		
<b>Fax</b>	CDSB	(512) 776-7521
<b>Numbers:</b>		
<b>Mail Codes:</b>	CDSB	Please use mail codes on all mail coming into DSHS to ensure accurate delivery. Mail code 1914
<b>Mailing Address for CDSB:</b>		Contract Development & Support Branch, Mail Code 1914 Department of State Health Services P.O. Box 149347 Austin, TX 78714-9347

Last Updated/Reviewed: 6/11/2015

**Financial Status Reports (FSRs) for Categorical Family Planning Contracts**

The DSHS Family Planning Program operates using a “Total Budget Concept.” This means that all funding programs that are included in the contractor’s approved budget (Medicaid, patient fees/co-pays, in-kind donations, and other funds) become part of the family planning project. All revenue directly generated by or earned as a result of the project is considered program income, including family planning fee-for-service. Categorical family planning contractors are required to identify and report receipt and expenditure of program income both quarterly and annually on the FSR Form 269A. See Quarters for Categorical FSR submission below. Program income generated under the categorical contract must be expended prior to receiving reimbursement for program costs. The quarterly reports are due 30 days following the end of each quarter of the contract term. The final FSR, 269A, is due within 45 days after the end of the contract term, unless stipulated differently in the contract attachment following the end of the contract term. DSHS reserves the right to base funding levels, in part, upon the contractor’s proficiency in identifying, billing, collecting, and reporting income, and in utilizing it for the delivery of family planning services. For more information on financial reporting, see the [DSHS Client Services Procurement](#) website.

**Quarters for Categorical FSR submission:**

Quarter 1: September – November 2015

Quarter 2: December 2015 – February 2016

Quarter 3: March – May 2016

Quarter 4: June – August 2016

**Family Planning Categorical Budget Revisions** – Contractors may shift up to 25% of their total family planning categorical direct budget between categories, except equipment, without prior approval. However, if the amount being shifted is greater than 25% of the contractor’s total budget, the contractor must receive prior approval from DSHS. In such a case, contractors are required to submit a revised budget for review.

**Programmatic Reporting**

**Progress Reports** – All family planning contractors must complete annual progress reports on project performance measures and/or objectives established in the contractor’s application. Progress report due dates will be established during contract negotiations.

# **Section IV**

## Appendices

**APPENDIX A****DSHS FAMILY PLANNING PROGRAM REIMBURSABLE CODES****FY2016**

OFFICE VISIT	
99201	Office Visit. New Client. Problem focus. Straightforward decision-making.
99202	Office Visit. New Client. Expanded problem focus. Straightforward medical decision-making.
99203	Office Visit. New Client. Detailed history/exam. Low complexity decision-making.
99204	Office Visit. New Client. Comprehensive history/exam. Moderate complexity decision-making.
99211	Office Visit. Established Client. Minor problem focus. Straightforward decision-making.
99212	Office Visit. Established Client. Problem focus. Straightforward decision-making.
99213	Office Visit. Established Client. Expanded problem focus. Low complexity decision-making.
99214	Office Visit. Established Client. Detailed history/exam. Moderate complexity decision-making.
RADIOLOGY	
73060	Radiologic Examination; Humerus, Minimum of Two Views
74000	X-ray, abdomen, single a/p view
74010	X-ray, abdomen, a/p and additional views
76830	Ultrasound, transvaginal
76856	Ultrasound, pelvic, non-obstetric
76857	Ultrasound, pelvic, non-obstetric, limited or follow-up
76881	Ultrasound, extremity, nonvascular, real-time with image documentation, complete
76882	Ultrasound, extremity, nonvascular, real-time with image documentation, limited, anatomic specific

**APPENDIX A****DSHS FAMILY PLANNING PROGRAM REIMBURSABLE CODES****FY2016**

MEDICATION AND IMMUNIZATION	
A9150	Non-Rx drugs – Use FP modifier w/ code
J3490	Injection Medication for STD or G/U infection
S5000	Oral prescription medication, generic
90460	IM admin 1st/only component
90471	Immunization admin
90649	HPV vaccine 4 valent, IM
90650	HPV vaccine 2 valent, IM
CONTRACEPTIVE METHOD	
H1010	Instruction, NFP
A4261	Cervical cap
A4266	Diaphragm
57170	Diaphragm or cervical cap fitting w/ instructions
A4267	Condom, male, each
A4268	Condom, female, each
A4269	Spermicide (e.g., foam, gel) each, 6 suppositories or film are quantity of 1
S4993	Oral contraceptive pills, one cycle/ECP
J7300	Copper intrauterine contraceptive
J7301	Skyla IUD (13.5 mg Levonorgestrol intrauterine contraceptive)
J7302	Levonorgestrel-releasing intrauterine contraceptive system
58300	Insertion of intrauterine device
58301	Removal of intrauterine device
J1050	Medroxyprogesterone acetate for contraceptive use, injection
96372	Injection fee, Medroxyprogesterone acetate
J7303	Vaginal ring, each
J7304	Contraceptive patch, each
J7307	Implantable contraceptive capsule
11976	Removal, implantable contraceptive
11981	Non-biodegradable drug delivery implant insertion

**APPENDIX A****DSHS FAMILY PLANNING PROGRAM REIMBURSABLE CODES****FY2016**

LABORATORY	
80061	Lipid profile w/ cholesterol
81000	Urinalysis, by dipstick or tablet, non-automated, with microscopy
81001	Urinalysis, by dipstick or tablet, automated, with microscopy
81002	Urinalysis, dipstick or tablet, nonautomated
81003	Urinalysis, by dipstick or tablet, automated, without microscopy
81015	Urinalysis, microscopic only
81025	Urine pregnancy test, visual comparison methods
82947	Glucose, blood, except reagent strip
82948	Glucose, blood, reagent strip
84443	Thyroid Stimulating Hormone
84702	Chorionic gonadotropin, quantitative (pregnancy test )
84703	Chorionic gonadotropin, qualitative (pregnancy test)
85013	Microhematocrit, spun
85014	Hematocrit
85018	Hemoglobin
85025	CBC with differential, automated
85027	CBC, automated
86580	Tb skin test, intradermal
86592	Syphilis
86689	HTLV/HIV confirmatory test
86695	Herpes simplex, type 1
86696	Herpes simplex, type 2
86701	HIV-1 antibody
86702	HIV-2 antibody
86703	HIV-1 and HIV-2, single assay
86762	Rubella antibody
86803	Hepatitis C antibody
86900	Blood typing, ABO

**APPENDIX A****DSHS FAMILY PLANNING PROGRAM REIMBURSABLE CODES****FY2016**

86901	Blood typing, Rh
87070	Culture, bacterial; any source other than blood or stool; with presumptive identification of isolates
87086	Urine culture, bacterial, quantitative
87088	Urine culture, bacterial, with presumptive identification of isolates
87102	Culture, fungi, with presumptive identification of isolates, source other than blood, skin, hair, or nail
87110	Chlamydia culture
87205	Smear with interpretation, routine stain for bacteria, fungi or cell types
87210	Wet mount for infectious agents (e.g. saline, India ink, KOH preps)
87220	Tissue examination by KOH slide of samples from skin, hair or nails for fungi, ectoparasite ova, mites
87252	Virus isolation, tissue culture inoculation and presumptive identification (herpes)
87340	Hepatitis B surface antigen, by enzyme immunoassay technique
87389	HIV-1 AG w/ HIV-1 & HIV 2 AB
87480	Candida species, direct probe technique
87490	Chlamydia, direct probe technique
87491	Chlamydia, amplified probe technique
87510	Gardnerella vaginalis, direct probe technique
87535	HIV-1 probe & reverse transcription
87590	Gonorrhea, direct probe technique
87591	Gonorrhea, amplified probe technique
87624	HPV, high-risk types
87625	HPV, types 16 and 18 only
87660	Trichomonas vaginalis, direct probe technique
87800	Infectious agent, multiple organisms, direct probe
87810	Chlamydia, immunoassay w/ direct optical observation.
87850	Gonorrhea, immunoassay with direct optical observation
88142	Cytopathology, cervical/vaginal, liquid based, automated
88150	Cytopathology, cervical/vaginal, slides, manual

**APPENDIX A****DSHS FAMILY PLANNING PROGRAM REIMBURSABLE CODES****FY2016**

88164	Cytopathology, cervical/vaginal, slides, manual, the Bethesda System
88175	Cytopathology, cervical/vaginal, any reporting system, fluid based, automated screening with manual rescreening or review.
99000	Specimen handling or conveyance
<b>STERILIZATION</b>	
55250	Male sterilization, Vasectomy, global fee
58565	Female sterilization, hysteroscopy with bilateral fallopian tube cannulation and placement of permanent implants to occlude the fallopian tubes
58600	Female sterilization, Fallopian tube transection, blocking, or other procedure, global fee

The Family Planning Program through the DSHS budget reduction, were directed to implement a **7%** reduction in reimbursement rates effective **September 1, 2011**. The CPT code reimbursement rates will remain the same and the 7% reduction will be taken from the total amount to be reimbursed.

# DSHS Family & Community Health Services Division INDIVIDUAL Eligibility Form

**PART I - APPLICANT INFORMATION**

Name (Last, First, Middle)	Telephone Number		Email Address		
Texas Residence Address (Street or P.O. Box)	City	County	State	ZIP	
SSN (optional)	Date of Birth	Age	Race	Ethnicity	Sex

a) Please contact me by: (check all that apply) ☐ Mail ☐ Phone ☐ Email

b) Do you have comprehensive health care coverage (Medicaid, Medicare, CHIP, health insurance, VA, TRICARE, etc.)? ☐ Yes ☐ No

*\*If yes, DSHS' authorized representative will submit a claim for reimbursement from your insurer for any benefit, service or assistance that you have received.*

c) Which benefits or health care coverage do you receive? (check all that apply)

- ☐ CHIP Perinatal ☐ SNAP ☐ WIC  
☐ Medicaid for Pregnant Women ☐ TWHP ☐ None

**PART II – HOUSEHOLD INFORMATION**

Fill in the box with the number of people in your household. This number will include you and anyone who lives with you for whom you are legally responsible. Minors should include parent(s)/legal guardian(s).

How many people are in your household?

**PART III - INCOME INFORMATION**

List all of your household's income below. Include the following: government checks; money from work; money you collect from charging room and board; cash gifts, loans, or contributions from parents, relatives, friends, and others; sponsor's income; school grants or loans; child support; and unemployment benefits.

Name of person receiving money	Name of agency, person, or employer who provides the money	Amount received per month

**PART IV - APPLICANT AGREEMENT**

I have read the **Rights and Responsibilities** statements in the *instructions* section of this form.

☐ Yes ☐ No

The information that I have provided, including my answers to all questions, is true and correct to the best of my knowledge and belief. I agree to give eligibility staff any information necessary to prove statements about my eligibility. I understand that giving false information could result in disqualification and repayment.

I authorize release of all information, including income and medical information, by and to the Texas Department of State Health Services (DSHS) and Provider in order to determine eligibility, to bill, or to render services to me.

Signature – Applicant

Date

Signature – Person who helped complete this application

Relationship to Applicant

Date

**PART V – PROVIDER ELIGIBILITY CERTIFICATION (to be completed by provider)**

Eligibility effective date / /

1. Texas resident	<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Is the client eligible for the following program(s)?			Co-payment amount (if applicable)	
2. Total monthly household income	\$ <input type="text"/>	Yes	No	n/a		
3. Household FPL	% <input type="text"/>					
4. Proof of income	<input type="checkbox"/> Yes <input type="checkbox"/> Waived	BCCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
5. Verification of adjunctive eligibility	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	DSHS FP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
6a. Presumptively eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	EPHC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
6b. Full eligibility met	<input type="checkbox"/> Yes	PHC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
6c. Full eligibility met date	/ / <input type="text"/>	Title V/MCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
Notes:						

Name of Agency

Signature – Agency / Staff Member

Date

**PART I - APPLICANT INFORMATION**

Fill in the boxes with your information.

- a) Check all the boxes that apply.
- b) Check *yes* or *no*.
- c) Check all the boxes that apply:
- CHIP (Children's Health Insurance Program) Perinatal
  - Medicaid for Pregnant Women
  - SNAP (Supplemental Nutrition Assistance Program)
  - TWHP (Texas Women's Health Program)
  - WIC (Special Supplemental Nutrition Program for Women Infants and Children)
  - None

If you selected one of these benefits or health care coverage programs and you are able to provide proof of current enrollment, you may be adjunctively (automatically) eligible for a DSHS Family & Community Health Services Division program and able to skip Part II and III on this application, if your agency does not collect a co-pay. (Exception -- Adjunctive eligibility does not apply to applicants seeking Title V services.)

**PART II – HOUSEHOLD INFORMATION**

Fill in the box with the number of people in your household. This number will include you and anyone who lives with you for whom you are legally responsible.

How to determine your household:

- If you are married (including common-law marriage), include yourself, your spouse, and any mutual or non-mutual children (including unborn children).
- If you are not married, include yourself and your children, if any (including unborn children).
- If you are not married and you live with a partner with whom you have mutual children, count yourself, your partner, your children, and any mutual children (including unborn children).

Applicants 18 years and older are adults. Do not include any children age 18 and older, or other adults living in the house, as part of the household. Minors should include parent(s)/legal guardian(s) living in the house.

**PART III - INCOME INFORMATION**

List all of your household's income in the table. Include the following: government checks; money from work; money you collect from charging room and board; cash gifts, loans, or contributions from parents, relatives, friends, and others; sponsor's income; school grants or loans; child support; and unemployment benefits.

Fill in the table with the following information:

- 1<sup>st</sup> column: The name of the person receiving the money.
- 2<sup>nd</sup> column: The name of the agency, person, or employer who provides the money.
- 3<sup>rd</sup> column: The amount of money received per month.

**PART IV - APPLICANT AGREEMENT****Rights and Responsibilities:**

If the applicant omits information, fails or refuses to give information, or gives false or misleading information about these matters, he/she may be required to reimburse the State for the services rendered if the applicant is found to be ineligible for services. The applicant will report changes in his/her household/family situation that affect eligibility during the certification period (changes in income, household/family members, and residency). (*MBCC clients are not required to report changes in income, household, and residency*)

The applicant understands that, to maintain program eligibility, he/she will be required to reapply for assistance at least every twelve months (*not applicable to MBCC*).

The applicant understands he/she has the right to file a complaint regarding the handling of his/her application or any action taken by the program with the HHSC Civil Rights Office at 1-888-388-6332.

The applicant understands that criteria for participation in the program are the same for everyone regardless of sex, age, disability, race, or national origin.

With few exceptions, the applicant has the right to request and be informed about information that the State of Texas collects about him/her. The applicant is entitled to receive and review the information upon request. The applicant also has the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.dshs.state.tx.us> for more information on Privacy Notification. (Reference: Government Code, Section 552.021, 522.023 and 559.004)

Read the **Rights and Responsibilities** above. Check *yes* or *no*.

Sign and date on the lines. If a person helped you complete the application, he/she should sign, state the relationship to you, and date on the lines.

**PART V – PROVIDER ELIGIBILITY CERTIFICATION (to be completed by provider)**

(1) Check the appropriate box (*yes* or *no*) for Texas resident. (2) Total the *amount received per month* to fill in the *Total monthly household income* box. (3) Calculate the client's household FPL using the applicable DSHS program policy (include applicable deductions) and fill in the *Household FPL* box. Check the appropriate box (*yes*, *no*, *waived*, or *n/a*) for (4) *Proof of income* and (5) *Verification of adjunctive eligibility*.

If client is presumptively eligible, fill in the light gray box. (6a) Check the appropriate box (*yes*, *no*, or *n/a*) for *Presumptively eligible*. Once the client completes the requirements for full eligibility, (6b) check *Yes* for *Full eligibility met* and fill in the (6c) *Full eligibility met date* box.

(7) Check the appropriate box (*yes*, *no*, or *n/a*) for each program regarding the client's eligibility. If yes, fill in the client's co-payment amount for the program based on their household and income information.

Use the space provided in *Notes* to document other appropriate information concerning eligibility and screening. Fill in the *Eligibility effective date* box in the top right corner of Part V. Fill in the *Name of Agency*, sign, and date.

## Formulario para la participación INDIVIDUAL

## PARTE I - INFORMACIÓN DEL SOLICITANTE

Nombre (apellido, primer nombre, segundo nombre)		Número telefónico		Correo electrónico	
Domicilio en Texas (nombre de la calle o número de apartado postal)		Ciudad	Condado	Estado	Código postal
Número de Seguro Social (SSN) (opcional)	Fecha de nacimiento	Edad	Raza	Origen étnico	Sexo

a) Por favor contáctenme por: (marque todo lo que corresponda)

☐ Correo postal    ☐ Teléfono    ☐ Correo electrónico

b) ¿Tiene usted cobertura médica integral (Medicaid, Medicare, CHIP, seguro médico, VA, TRICARE, etc.)?

☐ Sí    ☐ No

*\*Si contestó que sí, el representante autorizado del DSHS presentará una reclamación de reembolso ante su compañía de seguro médico por las prestaciones, los servicios o la asistencia que usted haya recibido.*

c) ¿Qué tipo de prestaciones o de cobertura médica tiene? (marque todo lo que corresponda)

☐ CHIP Perinatal☐ SNAP☐ WIC☐ Medicaid para mujeres embarazadas☐ TWHF☐ Ninguno

## PARTE II - INFORMACIÓN DE LA FAMILIA

Llene las casillas con el número de personas que hay en su familia. Este número le incluye a usted y a cada persona que viva con usted y de la que usted sea legalmente responsable. Los menores de edad deben incluir al padre, a la madre o al tutor legal.

¿Cuántas personas viven en su casa?

## PARTE III - INFORMACIÓN SOBRE LOS INGRESOS

Enumere abajo todos los ingresos de la familia. Incluya los siguientes: cheques del gobierno; dinero del trabajo; dinero que obtiene por el cargo de alojamiento y comida; regalos en efectivo, préstamos o contribuciones de los padres, familiares, amigos y otros; ingresos que recibe de un patrocinador; becas o préstamos escolares; manutención de menores e ingresos por desempleo.

Nombre de la persona que recibe el dinero	Nombre de la agencia, la persona o el empleador que provee el dinero	Cantidad recibida al mes

## PARTE IV - ACUERDO DEL SOLICITANTE

He leído las declaraciones de Derechos y Responsabilidades en la sección de *Instrucciones* de este formulario.
☐ Sí    ☐ No

La información que aquí proporciono, incluidas mis respuestas a todas las preguntas, es verídica y correcta, según mi leal saber y entender. Acepto darle al personal que determina el derecho a la participación cualquier información que sea necesaria para comprobar mis declaraciones respecto a mi derecho a la participación. Entiendo que dar información falsa podría dar por resultado la descalificación y el reembolso de los apoyos recibidos.

Autorizo al Departamento Estatal de Servicios de Salud de Texas (DSHS) y al Proveedor a que dispongan libremente de toda la información que proporciono, incluida la información sobre los ingresos y la médica, con el fin de que determinen mi derecho a la participación y a que paguen o presten servicios a mi familia o a mí.

Firma del solicitante

Fecha

Firma de la persona que ayudó a completar esta solicitud

Relación con el solicitante

Fecha

## PART V – PROVIDER ELIGIBILITY CERTIFICATION (debe ser completada por el proveedor)

Eligibility effective date    /    /

1. Texas resident	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Total monthly household income	\$ <input type="text"/>
3. Household FPL	<input type="text"/> %
4. Proof of income	<input type="checkbox"/> Yes <input type="checkbox"/> Waived
5. Verification of adjunctive eligibility	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
6a. Presumptively eligible	<input type="checkbox"/> Yes <input type="checkbox"/> No
6b. Full eligibility met	<input type="checkbox"/> Yes
6c. Full eligibility met date	<input type="text"/> / <input type="text"/> / <input type="text"/>

7. Is the client eligible for the following program(s)?	Yes	No	n/a	Co-payment amount (if applicable)
BCCS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
DSHS FP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
EPHC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
PHC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>
Title V/MCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>

Notes:

Name of Agency	Signature – Agency / Staff Member	Date
----------------	-----------------------------------	------

**APPENDIX B División de Servicios de Salud Familiar y Comunitaria del Departamento Estatal de Servicios de Salud (DSHS)**



**Instrucciones para llenar el formulario para la participación INDIVIDUAL**

**PARTE I - INFORMACIÓN DEL SOLICITANTE**

Llene las casillas con su información personal.

a) Marque todas las casillas que correspondan.

b) Marque "sí" o "no".

c) Marque todas las casillas que correspondan:

- CHIP (Programa de Seguro Médico Infantil) Perinatal
- Medicaid para mujeres embarazadas
- SNAP (Programa de Asistencia de Nutrición Suplemental)
- TWHF (Programa de Salud para la Mujer de Texas)
- WIC (Programa de Nutrición Suplemental Especial para Mujeres, Niños y Bebés)
- Ninguno

Si usted seleccionó uno de estos programas de prestaciones o de cobertura médica y puede proporcionar un comprobante de inscripción actualizado, usted podría de manera adjunta (automáticamente) tener derecho a la participación de un programa de la División de Servicios de Salud Familiar y Comunitaria del DSHS y saltar a las Partes II y III de esta solicitud, si su agencia no cobra un copago. (Excepción: elegibilidad adjunto no se aplica a los solicitantes de los servicios del Título V.)

**PARTE II - INFORMACIÓN DE LA FAMILIA**

Llene las casillas con el número de personas que hay en su familia. Este número le incluye a usted y a cada persona que viva con usted y de la que usted sea legalmente responsable.

Cómo determinar qué personas componen su familia:

- Si usted es casado (incluso en matrimonio de hecho), inclúyase a usted mismo e incluya a su cónyuge y a todos los hijos, tanto los habidos en común como los no habidos en común (incluidos los no nacidos).
- Si usted no es casado, inclúyase a usted mismo e incluya a sus hijos, de tenerlos (incluidos los no nacidos).
- Si usted no es casado y vive con su pareja con la cual tiene hijos en común, inclúyase a usted mismo e incluya a su pareja, a sus hijos y a los hijos que hayan tenido en común (incluidos los no nacidos).

Los solicitantes de 18 años de edad o más se consideran adultos. No incluya a ningún hijo de 18 años de edad o más ni a ningún otro adulto que viva en su casa como parte de la familia. Los menores de edad deben incluir al padre, a la madre o al tutor legal que vivan en la casa.

**PARTE III - INFORMACIÓN SOBRE LOS INGRESOS**

Enumere en la tabla todos y cada uno de los ingresos de la familia. Incluya los siguientes: cheques del gobierno; dinero del trabajo; dinero que obtiene por el cargo de alojamiento y comida; regalos en efectivo, préstamos o contribuciones de los padres, familiares, amigos y otros; ingresos que recibe de un patrocinador; becas o préstamos escolares; manutención de menores e ingresos por desempleo.

Llene la tabla con la siguiente información personal:

- 1.<sup>a</sup> columna: El nombre de la persona que recibe el dinero.
- 2.<sup>a</sup> columna: El nombre de la agencia, la persona o el empleador que provee el dinero.
- 3.<sup>a</sup> columna: La cantidad de dinero recibida al mes.

**PARTE IV - ACUERDO DEL SOLICITANTE**

**Derechos y Responsabilidades:**

Si el solicitante omite información, no la proporciona o se niega a proporcionarla, o da información falsa o engañosa sobre estas cuestiones, podría pedirle que reembolse al Estado el importe de los servicios recibidos si se encontró que el solicitante no cumple con los requisitos para recibir los servicios. El solicitante deberá informar de cualquier cambio en la situación de su hogar o familia que afecte el derecho a la participación durante el periodo de certificación (cambios en los ingresos, en los miembros del hogar o la familia y el lugar de residencia). *(Las clientes de MBCC no tienen que informar de cambios en los ingresos ni en el hogar o el lugar de residencia)*

El solicitante entiende que, para mantener el derecho a participar del programa, se le pedirá que vuelva a solicitar la ayuda al menos cada doce meses *(no aplicable para clientes de MBCC)*.

El solicitante entiende que tiene el derecho a presentar una queja con respecto al manejo de su solicitud o a cualquier acción llevada a cabo por el programa, ante la Oficina de Derechos Civiles de la HHSC, al teléfono 1-888-388-6332.

El solicitante entiende que los criterios para la participación en el programa son iguales para todos sin importar el sexo, la edad, la discapacidad, la raza o el lugar de nacimiento.

Con unas cuantas excepciones, el solicitante tiene derecho a pedir y a ser notificado sobre la información que el estado de Texas reúne sobre él. El solicitante tiene derecho a recibir y revisar la información al así pedirlo. El solicitante también tiene derecho a pedirle a la agencia estatal que corrija cualquier información que se determine que es incorrecta. Consulte <http://www.dshs.state.tx.us> para obtener más información sobre la Notificación de privacidad. (Fuente: Código Gubernamental, secciones 552.021, 522.023 y 559.004).

Lea los Derechos y Responsabilidades siguientes. Marque "sí" o "no".

Firme y escriba la fecha en las líneas correspondientes. Si alguna persona le ayudó a usted a llenar la solicitud, también debe firmar, declarar cuál es su relación con usted y escribir la fecha en las líneas correspondientes.

**PARTE V – PROVIDER ELIGIBILITY CERTIFICATION (debe ser completada por el proveedor)**

(1) Check the appropriate box (yes or no) for Texas resident. (2) Total the amount received per month to fill in the Total monthly household income box. (3) Calculate the client's household FPL using the applicable DSHS program policy (include applicable deductions) and fill in the Household FPL box. Check the appropriate box (yes, no, waived, or n/a) for (4) Proof of income and (5) Verification of adjunctive eligibility.

If client is presumptively eligible, fill in the light gray box. (6a) Check the appropriate box (yes, no, or n/a) for Presumptively eligible. Once the client completes the requirements for full eligibility, (6b) check Yes for Full eligibility met and fill in the (6c) Full eligibility met date box.

(7) Check the appropriate box (yes, no, or n/a) for each program regarding the client's eligibility. If yes, fill in the client's co-payment amount for the program based on their household and income information.

Use the space provided in Notes to document other appropriate information concerning eligibility and screening.

Fill in the Eligibility effective date box in the top right corner of Part V. Fill in the Name of Agency, sign, and date.

# DSHS Family & Community Health Services Division

## HOUSEHOLD Eligibility Form

Use with HOUSEHOLD Worksheet (Form EF05-13227)

**PART I - APPLICANT INFORMATION**

Name (Last, First, Middle)	Telephone Number		Email Address	
Texas Residence Address (Street or P.O. Box)	City	County	State	ZIP

a) Please contact me by: (check all that apply) ☐ Mail ☐ Phone ☐ Email

b) Do you – or anyone in your household – have comprehensive health care coverage (Medicaid, Medicare, CHIP, health insurance, VA, TRICARE, etc.)? ☐ Yes ☐ No

*\*If yes, DSHS' authorized representative will submit a claim for reimbursement from your insurer for any benefit, service or assistance that anyone in your household has received.*

c) Which benefits or health care coverage do you receive? (check all that apply)

☐ CHIP Perinatal ☐ SNAP ☐ WIC  
☐ Medicaid for Pregnant Women ☐ TWHP ☐ None

**PART II - HOUSEHOLD INFORMATION**

Fill in the first line with your information. Fill in the other lines for everyone who lives with you for whom you are legally responsible.

Name (Last, First, Middle)	SSN (optional)	Date of Birth	Sex	Race	Ethnicity	Relationship
1.						
2.						
3.						
4.						
5.						
6.						

**PART III - INCOME INFORMATION**

List all of your household's income below. Include the following: government checks; money from work; money you collect from charging room and board; cash gifts, loans, or contributions from parents, relatives, friends, and others; sponsor's income; school grants or loans; child support; and unemployment benefits.

Name of person receiving money	Name of agency, person, or employer who provides the money	Amount received per month

**PART IV - APPLICANT AGREEMENT**

I have read the **Rights and Responsibilities** statements in the *instructions* section of this form. ☐ Yes ☐ No

The information that I have provided, including my answers to all questions, is true and correct to the best of my knowledge and belief. I agree to give eligibility staff any information necessary to prove statements about my eligibility. I understand that giving false information could result in disqualification and repayment.

I authorize release of all information, including income and medical information, by and to the Texas Department of State Health Services (DSHS) and Provider in order to determine eligibility, to bill, or to render services to my household or me.

Signature – Applicant

Date

Signature – Person who helped complete this application

Relationship to Applicant

Date

**PART I - APPLICANT INFORMATION**

Fill in the boxes with your information.

a) Check all the boxes that apply.

b) Check *yes* or *no*.

c) Check all the boxes that apply:

- CHIP (Children's Health Insurance Program) Perinatal
- Medicaid for Pregnant Women
- SNAP (Supplemental Nutrition Assistance Program)
- TWHP (Texas Women's Health Program)
- WIC (Special Supplemental Nutrition Program for Women Infants and Children)
- None

If you selected one of these benefit or health care coverage programs and you are able to provide proof of current enrollment, you may be adjunctively (automatically) eligible for a DSHS Family & Community Health Services Division program and able to skip Part II and III on this application, if your agency does not collect a co-pay. (Exception -- Adjunctive eligibility does not apply to applicants seeking Title V services)

**PART II – HOUSEHOLD INFORMATION**

Fill in the first line with your information. Fill in the other lines for everyone who lives with you for whom you are legally responsible.

How to determine your household:

- If you are married (including common-law marriage), include yourself, your spouse, and any mutual or non-mutual children (including unborn children).
- If you are not married, include yourself and your children, if any (including unborn children).
- If you are not married and you live with a partner with whom you have mutual children, count yourself, your partner, your children, and any mutual children (including unborn children).

Applicants 18 years and older are adults. Do not include any children age 18 and older, or other adults living in the house, as part of the household. Minors should include parent(s)/legal guardian(s) living in the house.

**PART III - INCOME INFORMATION**

List all of your household's income in the table. Include the following: government checks; money from work; money you collect from charging room and board; cash gifts, loans, or contributions from parents, relatives, friends, and others; sponsor's income; school grants or loans; child support; and unemployment benefits.

Fill in the table with the following information:

- 1<sup>st</sup> column: The name of the person receiving the money.
- 2<sup>nd</sup> column: The name of the agency, person, or employer who provides the money.
- 3<sup>rd</sup> column: The amount of money received per month.

**PART IV - APPLICANT AGREEMENT**

Read the **Rights and Responsibilities** above. Check *yes* or *no*.

Sign and date on the lines. If a person helped you complete the application, he/she should sign, state the relationship to you, and date on the lines.

**Rights and Responsibilities:**

If the applicant omits information, fails or refuses to give information, or gives false or misleading information about these matters, he/she may be required to reimburse the State for the services rendered if the applicant is found to be ineligible for services. The applicant will report changes in his/her household/family situation that affect eligibility during the certification period (changes in income, household/family members, and residency). (*MBCC clients are not required to report changes in income, household, and residency*)

The applicant understands that, to maintain program eligibility, he/she will be required to reapply for assistance at least every twelve months (*not applicable to MBCC*).

The applicant understands he/she has the right to file a complaint regarding the handling of his/her application or any action taken by the program with the HHSC Civil Rights Office at 1-888-388-6332.

The applicant understands that criteria for participation in the program are the same for everyone regardless of sex, age, disability, race, or national origin.

With few exceptions, the applicant has the right to request and be informed about information that the State of Texas collects about him/her. The applicant is entitled to receive and review the information upon request. The applicant also has the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.dshs.state.tx.us> for more information on Privacy Notification. (Reference: Government Code, Section 552.021, 522.023 and 559.004)

## Formulario para la participación FAMILIAR

Use with HOUSEHOLD Worksheet (Form EF05-13227)

## PARTE I - INFORMACIÓN DEL SOLICITANTE

Nombre (apellido, primer nombre, segundo nombre)	Número telefónico	Correo electrónico		
Domicilio en Texas (nombre de la calle o número de apartado postal)	Ciudad	Condado	Estado	Código postal

a) Por favor contácteme por: (marque todo lo que corresponda) ☐ Correo postal ☐ Teléfono ☐ Correo electrónicob) ¿Tiene usted o alguien de su familia cobertura médica integral (Medicaid, Medicare, CHIP, seguro médico, VA, TRICARE, etc.)? ☐ Sí ☐ No*\*Si contestó que sí, el representante autorizado del DSHS presentará una reclamación de reembolso ante su compañía de seguro médico por las prestaciones, los servicios o la asistencia que cualquier persona en su hogar haya recibido.*

c) ¿Qué tipo de prestaciones o de cobertura médica tiene? (marque todo lo que corresponda)

☐ CHIP Perinatal ☐ SNAP ☐ WIC  
☐ Medicaid para mujeres embarazadas ☐ TWHIP ☐ Ninguno

## PARTE II - INFORMACIÓN DE LA FAMILIA

Llene la primera línea con su información personal. Llene las demás líneas con los datos de cada persona que vive con usted y de quien usted sea legalmente responsable.

Nombre (apellido, primer nombre, segundo nombre)	Número de Seguro Social (SSN) (opcional)	Fecha de nacimiento	Sexo	Raza	Origen étnico	Relación
1.						
2.						
3.						
4.						
5.						
6.						

## PARTE III - INFORMACIÓN SOBRE LOS INGRESOS

Enumere abajo todos los ingresos de la familia. Incluya los siguientes: cheques del gobierno; dinero del trabajo; dinero que obtiene por el cargo de alojamiento y comida; regalos en efectivo, préstamos o contribuciones de los padres, familiares, amigos y otros; ingresos que recibe de un patrocinador; becas o préstamos escolares; manutención de menores e ingresos por desempleo.

Nombre de la agencia, la persona o el  
empleador que provee el dinero

Nombre de la persona que recibe el dinero	Cantidad recibida al mes

## PARTE IV - ACUERDO DEL SOLICITANTE

He leído las declaraciones de **Derechos y Responsabilidades** en la sección de *Instrucciones* de este formulario.☐ Sí ☐ No

La información que aquí proporciono, incluidas mis respuestas a todas las preguntas, es verídica y correcta, según mi leal saber y entender. Acepto darle al personal que determina el derecho a la participación cualquier información que sea necesaria para comprobar mis declaraciones respecto a mi derecho a la participación. Entiendo que dar información falsa podría dar por resultado la descalificación y el reembolso.

Autorizo al Departamento Estatal de Servicios de Salud de Texas (DSHS) y al Proveedor a que dispongan libremente de toda la información que proporciono, incluida la información sobre los ingresos y la médica, con el fin de que determinen mi derecho a la participación y a que paguen o presten servicios a mi familia o a mí.

Firma del solicitante

Fecha

Firma de la persona que ayudó a completar esta solicitud

Relación con el solicitante

Fecha

## APPENDIX C División de Servicios de Salud Familiar y Comunitaria del Departamento Estatal de Servicios de Salud (DSHS)



### Instrucciones para llenar el formulario para la participación FAMILIAR

Use with HOUSEHOLD Worksheet (Form EF05-13227)

#### PARTE I - INFORMACIÓN DEL SOLICITANTE

Llene las casillas con su información personal.

a) Marque todas las casillas que correspondan.

b) Marque “sí” o “no”.

c) Marque todas las casillas que correspondan:

- CHIP (Programa de Seguro Médico Infantil) Perinatal
- Medicaid para mujeres embarazadas
- SNAP (Programa de Asistencia de Nutrición Suplemental)
- TWHF (Programa de Salud para la Mujer de Texas)
- WIC (Programa de Nutrición Suplemental Especial para Mujeres, Niños y Bebés)
- Ninguno

Si usted seleccionó uno de estos programas de prestaciones o de cobertura médica y puede proporcionar un comprobante de inscripción actualizado, usted podría de manera adjunta (automáticamente) tener derecho a la participación de un programa de la División de Servicios de Salud Familiar y Comunitaria del DSHS y saltar a las Partes II y III de esta solicitud, si su agencia no cobra un copago. (Excepción: elegibilidad adjunto no se aplica a los solicitantes de los servicios del Título V.)

#### PARTE II - INFORMACIÓN DE LA FAMILIA

Llene la primera línea con su información personal. Llene las demás líneas con los datos de cada persona que vive con usted y de quien usted sea legalmente responsable.

Cómo determinar qué personas componen su familia:

- Si usted es casado (incluso en matrimonio de hecho), inclúyase a usted mismo e incluya a su cónyuge y a todos los hijos, tanto los habidos en común como los no habidos en común (incluidos los no nacidos).
- Si usted no es casado, inclúyase a usted mismo e incluya a sus hijos, de tenerlos (incluidos los no nacidos).
- Si usted no es casado y vive con su pareja con la cual tiene hijos en común, inclúyase a usted mismo e incluya a su pareja, a sus hijos y a los hijos que hayan tenido en común (incluidos los no nacidos).

Los solicitantes de 18 años de edad o más se consideran adultos. No incluya a ningún hijo de 18 años de edad o más ni a ningún otro adulto que viva en su casa como parte de la familia. Los menores de edad deben incluir al padre, a la madre o al tutor legal que vivan en la casa.

#### PARTE III - INFORMACIÓN SOBRE LOS INGRESOS

Enumere en la tabla todos y cada uno de los ingresos de la familia. Incluya los siguientes: cheques del gobierno; dinero del trabajo; dinero que obtiene por el cargo de alojamiento y comida; regalos en efectivo, préstamos o contribuciones de los padres, familiares, amigos y otros; ingresos que recibe de un patrocinador; becas o préstamos escolares; manutención de menores e ingresos por desempleo.

Llene la tabla con la siguiente información personal:

- 1.ª columna: El nombre de la persona que recibe el dinero.
- 2.ª columna: El nombre de la agencia, la persona o el empleador que provee el dinero.
- 3.ª columna: La cantidad de dinero recibida al mes.

#### PARTE IV - ACUERDO DEL SOLICITANTE

Lea los **Derechos y Responsabilidades** siguientes. Marque “sí” o “no”.

Firme y escriba la fecha en las líneas correspondientes. Si alguna persona le ayudó a usted a llenar la solicitud, también debe firmar, declarar cuál es su relación con usted y escribir la fecha en las líneas correspondientes.

##### **Derechos y Responsabilidades:**

Si el solicitante omite información, no la proporciona o se niega a proporcionarla, o da información falsa o engañosa sobre estas cuestiones, podría pedirle que reembolse al Estado el importe de los servicios recibidos si se encontró que el solicitante no cumple con los requisitos para recibir los servicios. El solicitante deberá informar de cualquier cambio en la situación de su hogar o familia que afecte el derecho a la participación durante el periodo de certificación (cambios en los ingresos, en los miembros del hogar o la familia y el lugar de residencia). *(Las clientes de MBCC no tienen que informar de cambios en los ingresos ni en el hogar o el lugar de residencia)*

El solicitante entiende que, para mantener el derecho a participar del programa, se le pedirá que vuelva a solicitar la ayuda al menos cada doce meses *(no aplicable para clientes de MBCC)*.

El solicitante entiende que tiene el derecho a presentar una queja con respecto al manejo de su solicitud o a cualquier acción llevada a cabo por el programa, ante la Oficina de Derechos Civiles de la HHSC, al teléfono 1-888-388-6332.

El solicitante entiende que los criterios para la participación en el programa son iguales para todos sin importar el sexo, la edad, la discapacidad, la raza o el lugar de nacimiento.

Con unas cuantas excepciones, el solicitante tiene derecho a pedir y a ser notificado sobre la información que el estado de Texas reúne sobre él. El solicitante tiene derecho a recibir y revisar la información al así pedirlo. El solicitante también tiene derecho a pedirle a la agencia estatal que corrija cualquier información que se determine que es incorrecta. Consulte <http://www.dshs.state.tx.us> para obtener más información sobre la Notificación de privacidad. (Fuente: Código Gubernamental, secciones 552.021, 522.023 y 559.004)

**APPENDIX C DSHS Family & Community Health Services Division**  
**HOUSEHOLD Eligibility Worksheet**



**PART I – APPLICANT INFORMATION**

Name (Last, First, Middle)	Today's Date (MM-DD-YYYY)	Eligibility Effective Date (MM-DD-YYYY)
Case Record Action <input type="checkbox"/> Adjunctive <input type="checkbox"/> Presumptive <input type="checkbox"/> Supplemental <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Client/Case #	Type of Determination <input type="checkbox"/> New <input type="checkbox"/> Re-certification
Texas resident <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other benefits or health care coverage (Medicaid, Medicare, CHIP, private health insurance, VA, TRICARE, etc.)		
Special circumstances		

**PART II – HOUSEHOLD INFORMATION**

1.	Notes
2.	
3.	
4.	
5.	
6.	

**PART III – INCOME INFORMATION**

Income Type	Name(s) of household member(s) with income		Documentation of income <i>(if applicable)</i>
Gross earned income			
Cash gifts/contributions			
Child support income			
Dividends/interest/royalties			
Loans (non-educational)			
Lawsuit/lump-sum payments			
Mineral rights			
Pensions/annuities			
Reimbursements			
Social security payments			
Unemployment payments			
VA payments			
Worker's compensation			
<b>Total countable income</b>			
<b>Deductions</b>	-	-	
<b>Net countable income</b>			Household FPL      %

**PART IV – PROGRAM ELIGIBILITY**

1. <input type="checkbox"/> BCCS <input type="checkbox"/> EPHC <input type="checkbox"/> DSHS FP <input type="checkbox"/> PHC <input type="checkbox"/> Title V/MCH	2. <input type="checkbox"/> BCCS <input type="checkbox"/> EPHC <input type="checkbox"/> DSHS FP <input type="checkbox"/> PHC <input type="checkbox"/> Title V/MCH	3. <input type="checkbox"/> BCCS <input type="checkbox"/> EPHC <input type="checkbox"/> DSHS FP <input type="checkbox"/> PHC <input type="checkbox"/> Title V/MCH
4. <input type="checkbox"/> BCCS <input type="checkbox"/> EPHC <input type="checkbox"/> DSHS FP <input type="checkbox"/> PHC <input type="checkbox"/> Title V/MCH	5. <input type="checkbox"/> BCCS <input type="checkbox"/> EPHC <input type="checkbox"/> DSHS FP <input type="checkbox"/> PHC <input type="checkbox"/> Title V/MCH	6. <input type="checkbox"/> BCCS <input type="checkbox"/> EPHC <input type="checkbox"/> DSHS FP <input type="checkbox"/> PHC <input type="checkbox"/> Title V/MCH
Co-Pay/Fees		

Name of Agency	Signature – Agency / Staff Member	Date
----------------	-----------------------------------	------

# APPENDIX C DSHS Family & Community Health Services Division HOUSEHOLD Eligibility Worksheet Instructions



## PART I - APPLICANT INFORMATION

Fill in the boxes with the applicant's information.  
Check the appropriate boxes.

*Other benefits or health care coverage:* Document other benefits received/denied. (An applicant or family member eligible for Medicare Part A/B must be referred to the Medicare Prescription Drug Plan (Part D) for prescription drug benefits.)

*Special circumstances:* Document any special circumstances.

## PART II – HOUSEHOLD INFORMATION

Fill in the boxes with members of the household.

This number will include a person living alone or two or more persons living together where legal responsibility for support exists.

Legal responsibility for support exists between: persons who are legally married (including common-law marriage), a legal parent and a minor child (including unborn children), or a legal guardian and a minor child.

(Title V contractors may add whether household members are US citizens, eligible immigrants, or non-US citizens.)

## Program Eligibility by 2016 Federal Poverty Level (FPL)

*Effective March 1, 2016*

Family Size	Title V - MCH	PHC EPHC BCCS	FP
	185% FPL	200% FPL	250% FPL
1	\$1,832	\$1,980	\$2,475
2	2,470	2,670	3,338
3	3,108	3,360	4,200
4	3,747	4,050	5,063
5	4,385	4,740	5,925
6	5,023	5,430	6,788
7	5,663	6,122	7,653
8	6,304	6,815	8,519
9	6,946	7,509	9,386
10	7,587	8,202	10,253
11	8,228	8,895	11,119
12	8,870	9,589	11,986
13	9,511	10,282	12,853
14	10,152	10,975	13,719
15	10,794	11,669	14,586

## PART III - INCOME INFORMATION

Income may be either earned or unearned. If actual or projected income is not received monthly, convert it to a monthly amount using one of the following methods:

- weekly income is multiplied by 4.33;
- income received every two weeks is multiplied by 2.17;
- income received twice a month is multiplied by 2.

Fill in the *Income Type* table with name(s) of household member(s) and income amounts.

Calculate the *Total countable income*.

Calculate the *Deductions*:

- child support payments;
- dependent childcare;
  - up to \$200 per child per month for children under age 2;
  - up to \$175 per child per month for children age 2 and older;
- adults with disabilities;
  - up to \$175 per adult per month.

Total the *Net countable income*.

Calculate the household FPL using the applicable DSHS program policy and fill in the *Household FPL* box.

Use the *Documentation of income* box for notes (if applicable).

## PART IV – PROGRAM ELIGIBILITY

Determine program eligibility for each household member using the corresponding numbers from the household information section.

Document applicable copayments and fees by program in the *Co-Pay/Fees* box.

Fill in the *Name of Agency*, sign, and date.

## DSHS Family Planning Program Definition of Income

Types of Income	Countable	Exempt
Adoption Payments		✓
Cash Gifts and Contributions*	✓	
Child Support Payments*	✓	
Child's Earned Income		✓
Crime Victim's Compensation *		✓
Disability Insurance Benefits	✓	
Dividends, Interest, and Royalties*	✓	
Educational Assistance		✓
Energy Assistance		✓
Foster Care Payment		✓
In-kind Income		✓
Job Training		✓
Loans (Non-educational)*	✓	
Lump-Sum Payments*	✓	✓
Military Pay*	✓	
Mineral Rights*	✓	
Pensions and Annuities*	✓	
Reimbursements*	✓	
RSDI /Social Security Payments*	✓	
Self-Employment Income*	✓	
SSDI	✓	
SSI Payments		✓
TANF		✓
Unemployment Compensation*	✓	
Veteran's Administration*	✓	✓
Wages and Salaries, Commissions*	✓	
Worker's Compensation*	✓	

***\*Explanation of countable income provided below***

**Cash Gifts and Contributions** – Count unless they are made by a private, non-profit organization on the basis of need; and total \$300 or less per household in a federal fiscal quarter. The federal fiscal quarters are January - March, April - June, July - September, and October - December. If these contributions exceed \$300 in a quarter, count the excess amount as income in the month received.

Exempt any cash contribution for common household expenses, such as food, rent, utilities, and items for home maintenance, if it is received from a non-certified household member who:

- Lives in the home with the certified household member,
- Shares household expenses with the certified household member, and
- No landlord/tenant relationship exists.

## APPENDIX D

---

**Child Support Payments** – Count income after deducting \$75 from the total monthly child support payments the household receives.

**Disability Insurance Payments/SSDI** – Countable. Social Security Disability Insurance is a payroll tax-funded, federal insurance program of the Social Security Administration.

**Dividends, Interest and Royalties** – Countable. Exception: Exempt dividends from insurance policies as income. Count royalties, minus any amount deducted for production expenses and severance taxes.

**In-Kind Income** – Exempt. An in-kind contribution is any gain or benefit to a person that is not in the form of money/check payable directly to the household, such as clothing, public housing, or food.

**Loans (Non-educational)** – Count as income unless there is an understanding that the money will be repaid and the person can reasonably explain how he/she will repay it.

**Lump-Sum Payments** – Count as income in the month received if the person receives it or expects to receive it more often than once a year. Exempt lump sums received once a year or less, unless specifically listed as income.

**Military Pay** – Count military pay and allowances for housing, food, base pay, and flight pay, minus pay withheld to fund education under the G.I. Bill.

**Mineral Rights** – Countable. A payment received from the excavation of minerals such as oil, natural gas, coal, gold, copper, iron, limestone, gypsum, sand, gravel, etc...

**Pensions and Annuities** – Countable. A pension is any benefit derived from former employment, such as retirement benefits or disability pensions.

**Reimbursements** – Countable, minus the actual expenses. Exempt a reimbursement for future expenses only if the household plans to use it as intended.

**RSDI/Social Security Payments** – Count the Retirement, Survivors, and Disability Insurance (RSDI) benefit amount including the deduction for the Medicare premium, minus any amount that is being recouped for a prior RSDI overpayment.

**Self-Employment Income** – Count total gross earned, minus the allowable costs of producing the self-employment income.

**SSI Payments** – Exempt Supplemental Security Income (SSI) benefits.

**Terminated Employment** – Count terminated income in the month received. Use actual income and do not use conversion factors if terminated income is less than a full month's income. Income is terminated if it will not be received in the next usual payment cycle.

**Unemployment Compensation Payments** – Count the gross benefit less any amount being recouped for a UIB overpayment.

**VA Payments** – Count the gross Veterans Administration (VA) payment, minus any amount being recouped for a VA overpayment. Exempt VA special needs payments,

## APPENDIX D

---

such as annual clothing allowances or monthly payments for an attendant for disabled veterans.

**Wages, Salaries, Tips and Commissions** – Count the actual (not taxable) gross amount.

**Worker's Compensation** – Count the gross payment, minus any amount being recouped for a prior worker's compensation overpayment or paid for attorney's fees. Note: The Texas Workforce Commission (TWC) or a court sets the amount of the attorney's fee to be paid.

**SAMPLE**  
**DSHS Family Planning Program Fee Scale**  
**Based On Monthly Federal Poverty Guidelines**

	100% FPL	100-133% FPL	133-150% FPL	150-185% FPL	185-225% FPL	225-250% FPL	Above 250% FPL
FAMILY SIZE	\$0 Co-Pay	\$5 Co-Pay	\$15 Co-Pay	\$20 Co-Pay	\$25 Co-Pay	\$30 Co-Pay	100% PAY
1	990.00	990.01 - 1,317.00	1,317.01 - 1,485.00	1,485.01 - 1,832.00	1,832.01 - 2,228.00	2,228.01 - 2,475.00	2,475.01 +
2	1,335.00	1,335.01 - 1,776.00	1,776.01 - 2,003.00	2,003.01 - 2,470.00	2,470.01 - 3,004.00	3,004.01 - 3,338.00	3,338.01 +
3	1,680.00	1,680.01 - 2,235.00	2,235.01 - 2,520.00	2,520.01 - 3,108.00	3,108.01 - 3,780.00	3,780.01 - 4,200.00	4,200.01 +
4	2,025.00	2,025.01 - 2,694.00	2,694.01 - 3,038.00	3,038.01 - 3,747.00	3,747.01 - 4,557.00	4,557.01 - 5,063.00	5,063.01 +
5	2,370.00	2,370.01 - 3,153.00	3,153.01 - 3,555.00	3,555.01 - 4,385.00	4,385.01 - 5,333.00	5,333.01 - 5,925.00	5,925.01 +
6	2,715.00	2,715.01 - 3,611.00	3,611.01 - 4,073.00	4,073.01 - 5,023.00	5,023.01 - 6,109.00	6,109.01 - 6,788.00	6,788.01 +
7	3,061.00	3,061.01 - 4,071.00	4,071.01 - 4,592.00	4,592.01 - 5,663.00	5,663.01 - 6,887.00	6,887.01 - 7,653.00	7,653.01 +
8	3,408.00	3,408.01 - 4,532.00	4,532.01 - 5,112.00	5,112.01 - 6,304.00	6,304.01 - 7,667.00	7,667.01 - 8,519.00	8,519.01 +
9	3,755.00	3,755.01 - 4,994.00	4,994.01 - 5,632.00	5,632.01 - 6,946.00	6,946.01 - 8,447.00	8,447.01 - 9,386.00	9,386.01 +
10	4,101.00	4,101.01 - 5,455.00	5,455.01 - 6,152.00	6,152.01 - 7,587.00	7,587.01 - 9,227.00	9,227.01 - 10,253.00	10,253.01 +

Based on the HHS Federal Poverty Guidelines, Department of Health & Human Services, January 2016

Effective March 1, 2016

**Note: Clients must never be denied services because of an inability to pay current or past fees.**

From: Morbidity and Mortality Weekly Report (MMWR) Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs

## Recommendations and Reports

April 25, 2014 / 63(RR04);1-29

[http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6304a1.htm?s\\_cid=rr6304a1\\_e](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6304a1.htm?s_cid=rr6304a1_e)

pp.22-23: Summary of Recommendations for Providing Family Planning and Related Preventive Health Services

The screening components for each family planning and related preventive health service are provided in summary checklists for women ([Table 2](#)) and men ([Table 3](#)). When considering how to provide the services listed in these recommendations (e.g., the screening components for each service, risk groups that should be screened, the periodicity of screening, what follow-up steps should be taken if screening reveals the presence of a health condition), providers should follow CDC and USPSTF recommendations cited above, or, in the absence of CDC and USPSTF recommendations, the recommendations of professional medical associations. Following these recommendations is important both to ensure clients receive needed care and to avoid unnecessary screening of clients who do not need the services.

The summary tables describe multiple screening steps, which refer to the following: 1) the process of asking questions about a client's history, including a determination of whether risk factors for a disease or health condition exist; 2) performing a physical exam; and 3) performing laboratory tests in at-risk asymptomatic persons to help detect the presence of a specific disease, infection, or condition. Many screening recommendations apply only to certain subpopulations (e.g., specific age groups, persons who engage in specific risk behaviors or who have specific health conditions), or some screening recommendations apply to a particular frequency (e.g., a cervical cancer screening is generally recommended every 3 years rather than annually). Providers should be aware that the USPSTF also has recommended that certain screening services not be provided because the harm outweighs the benefit (see [Appendix F](#)).

When screening results indicate the potential or actual presence of a health condition, the provider should either provide or refer the client for the appropriate further diagnostic testing or treatment in a manner that is consistent with the relevant federal or professional medical associations' clinical recommendations.

## APPENDIX F

**TABLE2. Check list of family planning and related preventive health services for women**

Screening components	Family planning services (provide services in accordance with the appropriate clinical recommendation)					Related preventive health services
	Contraceptive services*	Pregnancy testing and counseling	Basic infertility services	Preconception health services	STD services†	
<b>History</b>						
Reproductive life plan§	Screen	Screen	Screen	Screen	Screen	
Medical history§.**	Screen	Screen	Screen	Screen	Screen	Screen
Current pregnancy status§	Screen					
Sexual health assessment§.**	Screen		Screen	Screen	Screen	
Intimate partner violence §.¶.**				Screen		
Alcohol and other drug use§.¶.**				Screen		
Tobacco use§.¶	Screen (combined hormonal methods for clients aged ≥35 years)			Screen		
Immunizations§				Screen	Screen for HPV & HBV§§	
Depression§.¶				Screen		
Folic acid§.¶				Screen		
<b>Physical examination</b>						
Height, weight and BMI§.¶	Screen (hormonal methods)††		Screen	Screen		
Blood pressure§.¶	Screen (combined hormonal methods)			Screen§§		
Clinical breast exam**			Screen			Screen§§
Pelvic exam§.**	Screen (initiating diaphragm or IUD)	Screen (if clinically indicated)	Screen			
Signs of androgen excess**			Screen			
Thyroid exam**			Screen			
<b>Laboratory testing</b>						
Pregnancy test **	Screen (if clinically indicated)	Screen				
Chlamydia§.¶	Screen¶¶				Screen§§	
Gonorrhea§.¶	Screen¶¶				Screen§§	
Syphilis§.¶					Screen§§	
HIV/AIDS§.¶					Screen§§	
Hepatitis C§.¶					Screen§§	
Diabetes§.¶				Screen§§		
Cervical cytology¶						Screen§§
Mammography¶						Screen§§

**Abbreviations:** BMI = body mass index; HBV = hepatitis B virus; HIV/AIDS = human immunodeficiency virus/acquired immunodeficiency syndrome; HPV = human papillomavirus; IUD = intrauterine device; STD = sexually transmitted disease.

\* This table presents highlights from CDC's recommendations on contraceptive use. However, providers should consult appropriate guidelines when treating individual patients to obtain more detailed information about specific medical conditions and characteristics (Source: CDC. U.S. medical eligibility criteria for contraceptive use 2010. [MMWR 2010;59\(No. RR-4\)](#)).

† STD services also promote preconception health but are listed separately here to highlight their importance in the context of all types of family planning visits. The services listed in this column are for women without symptoms suggestive of an STD.

§ CDC recommendation.

¶ U.S. Preventive Services Task

Force recommendation.

\*\* Professional medical association recommendation.

†† Weight (BMI) measurement is not needed to determine medical eligibility for any methods of contraception because all methods can be used (U.S. Medical Eligibility Criteria 1) or generally can be used (U.S. Medical Eligibility Criteria 2) among obese women (Source: CDC. U.S. medical eligibility criteria for contraceptive use 2010. [MMWR 2010;59\(No. RR-4\)](#)). However, measuring weight and calculating BMI at baseline might be helpful for monitoring any changes and counseling women who might be concerned about weight change perceived to be associated with their contraceptive method.

§§ Indicates that screening is suggested only for those persons at highest risk or for a specific subpopulation with high prevalence of an infection or condition.

¶¶ Most women do not require additional STD screening at the time of IUD insertion if they have already been screened according to CDC's STD treatment guidelines (Sources: CDC. STD treatment guidelines. Atlanta, GA: US Department of Health and Human Services, CDC; 2013. Available at <http://www.cdc.gov/std/treatment>. CDC. Sexually transmitted diseases treatment guidelines, 2010. [MMWR 2010;59\(No. RR-12\)](#)). If a woman has not been screened according to guidelines, screening can be performed at the time of IUD insertion and insertion should not be delayed. Women with purulent cervicitis or current chlamydial infection or gonorrhea should not undergo IUD insertion (U.S. Medical Eligibility Criteria 4) women who have a very high individual likelihood of STD exposure (e.g. those with a currently infected partner) generally should not undergo IUD insertion (U.S. Medical Eligibility Criteria 3) (Source: CDC. US medical eligibility criteria for contraceptive use 2010. [MMWR 2010;59\(No. RR-4\)](#)). For these women, IUD insertion should be delayed until appropriate testing and treatment occurs.

## APPENDIX F

**TABLE 3. Checklist of family planning and related preventive health services for men**

Screening components and source of recommendation	Family planning services (provide services in accordance with the appropriate clinical recommendation)				Related preventive health services
	Contraceptive services*	Basic infertility services	Preconception health services†	STD services§	
<b>History</b>					
Reproductive life plan¶	Screen	Screen	Screen	Screen	
Medical history¶,††	Screen	Screen	Screen	Screen	
Sexual health	Screen	Screen	Screen	Screen	
Alcohol & other drug use			Screen		
Tobacco use¶, **			Screen		
Immunizations¶			Screen	Screen for HPV & HBV§§	
Depression¶, **			Screen		
<b>Physical examination</b>					
Height, weight, and BMI¶, **			Screen		
Blood pressure¶, ††			Screen§§		
Genital exam††		Screen (if clinically indicated)		Screen (if clinically indicated)	Screen§§
<b>Laboratory testing</b>					
Chlamydia¶				Screen§§	
Gonorrhea¶				Screen§§	
Syphilis¶, **				Screen§§	
HIV/AIDS¶, **				Screen§§	
Hepatitis C¶, **				Screen§§	
Diabetes¶, **			Screen§§		

**Abbreviations:** HBV = hepatitis B virus; HIV/AIDS = human immunodeficiency virus/acquired immunodeficiency syndrome; HPV = human papillomavirus virus; STD = sexually transmitted disease.

\* No special evaluation needs to be done prior to making condoms available to males. However, when a male client requests advice on pregnancy prevention, he should be provided contraceptive services as described in the section "Provide Contraceptive Services."

† The services listed here represent a sub-set of recommended preconception health services for men that were recommended and for which there was a direct link to fertility or infant health outcomes (Source: Frey K, Navarro S, Kotelchuck M, Lu M. The clinical content of preconception care: preconception care for men. Am J Obstet Gynecol 2008;199[6 Suppl 2]:S389–95).

§ STD services also promote preconception health, but are listed separately here to highlight their importance in the context of all types of family planning visit. The services listed in this column are for men without symptoms suggestive of an STD.

¶ CDC recommendation. \*\* U.S. Preventive Services Task Force recommendation.

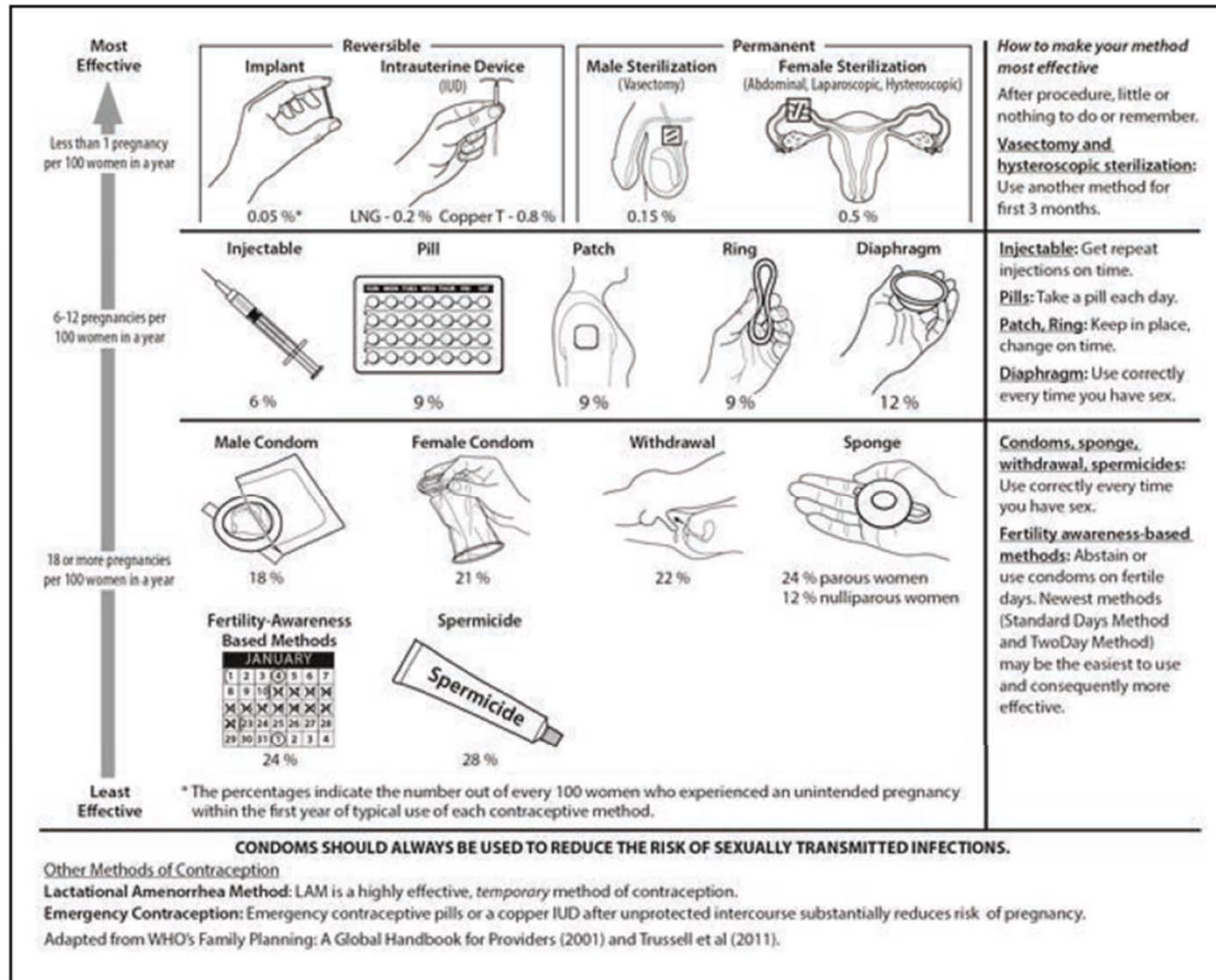
†† Professional medical association recommendation.

§§ Indicates that screening is suggested only for those persons at highest risk or for a specific subpopulation with high prevalence of infection or other condition.

## TYPICAL EFFECTIVENESS OF FDA-APPROVED CONTRACEPTIVE METHODS

The figure shows the typical effectiveness of FDA-approved contraceptive methods, ranging from least effective (fertility-awareness based methods and spermicide) to the most effective (implants, intrauterine devices, and sterilization).

MMWR Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs, Recommendations and Reports. April 25, 2014 / 63(RR04);1-29. (See [http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6304a1.htm?s\\_cid=rr6304a1\\_w](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6304a1.htm?s_cid=rr6304a1_w))



## **APPENDIX G: Standards for Public Health Clinic Services**



APNDX G - DSHS  
Clinic Standards.pdf

# **Department of State Health Services Standards for Public Health Clinic Services**

Revised 8/31/04



# **DSHS Standards for Public Health Clinic Services**

The DSHS Standards for Public Health Clinic Services replace the existing Quality Care: Client Service Standards for Public Health and Community Clinics and are intended to augment program-specific standards. The standards address common components for administering public health clinics to assure the delivery of quality health services.

The revised DSHS Standards for Public Health Clinic Services has four topic areas:

- I. Personnel
- II. Quality Improvement
- III. Client Rights
- IV. Clinical Operations

Each standard has a corresponding statement of intent and evaluative criteria, which will be utilized by DSHS for ensuring compliance with the standards.

# DSHS Standards for Public Health Clinic Services

Standard	Intent	Evaluation Criteria
<b>Section I. Personnel</b>		
A. The contractor shall develop and maintain personnel policies and procedures to ensure that clinical staff is hired, trained and evaluated as appropriate to their job position.	A. To ensure that the contractor has a documented process for hiring, training and evaluating appropriate staff who are providing clinical services.	A. Review of contractor policies and procedures.
B. The personnel policies and procedures should address:  1. Job descriptions;  2. Employee Orientation; and  3. Annual job evaluations.	B. To ensure:  1. Written job descriptions identifying required qualifications and job duties for positions providing direct client services are available to management and staff.  2. To ensure each employee is appropriately oriented to their position, clinic setting and duties.  3. To ensure that each employee is annually evaluated and provided with feedback on job performance and any appropriate corrective actions if warranted.	B. Review of personnel policies and procedures and a sample of contractor:  1. Written job descriptions  2. Orientation sign-in sheets or documentation in personnel records.  3. Written job evaluations.
C. All employees with direct client contact will be appropriately identified with a name badge.	C. Employees are appropriately identified to clients and visitors.	C. Observation of employees wearing agency specific name badges with job title and applicable credentials.
<b>Section II. Quality Improvement</b>		
A. The contractor shall develop and	A. To ensure that the contractor has a documented	A. Review of the contractor's/provider's

# DSHS Standards for Public Health Clinic Services

Standard	Intent	Evaluation Criteria
implement a Quality Assurance (QA) plan for internal review and evaluation of its services and compliance with DSHS rules and policies and procedures as-well-as other nationally recognized treatment guidelines.	comprehensive internal process to ensure that quality services are provided to include any subcontractors and that compliance with DSHS rules and policies and procedures is achieved.	adopted QA plan.
<p>B. The QA plan should include:</p> <ol style="list-style-type: none"> <li>1. Establishment of a multi-disciplinary committee, to include the medical director, clinic director, a nurse, an eligibility staff and a records manager, which meets at a minimum annually.</li> <li>2. The staff responsible for the internal review and evaluation.</li> <li>3. The frequency (minimum twice a year) of the internal review and tool/forms to be utilized.</li> <li>4. The scope of the review at a minimum to include: <ol style="list-style-type: none"> <li>a. Administrative Policies;</li> <li>b. Eligibility/Billing;</li> <li>c. Provision of Clinical Service—</li> </ol> </li> </ol>	<p>B. To ensure that:</p> <ol style="list-style-type: none"> <li>1. All levels of management, clinicians and staff are represented on the QA committee. The committee will annually review the plan and QA process.</li> <li>2. A qualified staff member is responsible for implementing the QA plan.</li> <li>3. An appropriate timeframe and standard tools/forms are identified for completing the QA reviews.</li> <li>4. That the review encompasses specific areas for review.</li> </ol>	<p>B. Review of:</p> <ol style="list-style-type: none"> <li>1. QA plan and committee minutes.</li> <li>2. QA plan, committee minutes and appropriate review supporting documentation.</li> <li>3. QA plan, committee minutes, tools, forms and appropriate review supporting documentation.</li> <li>4. QA plan, committee minutes and completed tools and forms</li> </ol>

# DSHS Standards for Public Health Clinic Services

Standard	Intent	Evaluation Criteria
<p>to include standing delegation orders/protocols, client observation and record review;</p> <p>d. Adverse outcomes; and</p> <p>e. Client satisfaction and/or complaints.</p> <p>5. Methods for reporting findings and recommendations and to whom reports should be made.</p> <p>6. Requirements for an action plan to correct or improve areas with significant findings/trends and future evaluation of effectiveness of the plan in addressing findings.</p>	<p>5. That a standard format for reporting findings and recommendations for corrective actions is utilized.</p> <p>6. That a plan for corrective actions is developed to address findings/trends identified in QA reviews and that an evaluation is completed to ensure that actions have facilitated appropriate changes to address areas found not in compliance.</p>	<p>5. QA plan, committee minutes, reports.</p> <p>6. QA plan, committee minutes, corrective action plan and evaluation reports.</p>
<b>Section III. Client Rights</b>		
A. The contractor shall insure informed consent is obtained for services provided.	A. To ensure that clients are provided appropriate information regarding clinical care and procedures in order to make an informed decision regarding consent.	A. Review of consent policy as well as completed consent forms and appropriate clinical documentation in client record.
B. The contractor shall insure patients are involved in resolving conflicts about care decisions.	B. To ensure that clients are involved with resolving conflicts about care decisions with the care providers.	B. Review of policy and appropriate clinical documentation in client record.
C. The contractor shall insure the confidentiality of client information.	C. To ensure that client information is kept confidential and secured and that information	C. Review of client confidentiality and record release policies and

# DSHS Standards for Public Health Clinic Services

Standard	Intent	Evaluation Criteria
	is released only with client consent.	documentation in client record.
D. The contractor shall insure services are provided in a confidential setting.	D. To ensure that clients are provided a confidential setting for eligibility determination and delivery of clinical services.	D. Review of client confidentiality policy and observation of implementation during the eligibility determination and delivery of clinical services to ensure that the contractor makes a reasonable effort to insure client confidentiality.
E. Contractor shall have a client grievance process.	E. To ensure clients have a process for resolution of conflict or concern.	E. Review of client grievance process.
<b>Section IV. Clinical Operations</b>		
A. The contractor maintains a Client Record System which includes:  1. Format order within the record;  2. Record retention; and  3. Proper disposal of the record	A. To ensure that contractors appropriately maintain client information	A. Review of medical record policies and observation of policy implementation.
B. The contractor maintains a safe environment.	B. To ensure that the contractor maintains a physical environment free of hazards and manages staff activities to reduce risk of injuries.	B. Review of safety policy and observation of policy implementation and clinic environment.
C. The contractor manages hazardous materials and waste risks including:  1. Handling, storage and disposing of hazardous materials and waste according to applicable laws and	C. To ensure that the contractor maintains a plan for managing hazardous materials and waste.	C. Review of hazardous materials and waste plan or policy and observation of implementation and clinic environment.

# DSHS Standards for Public Health Clinic Services

Standard	Intent	Evaluation Criteria
<p>regulations, when appropriate;</p> <p>2. Handling, storage and disposing of chemical and infectious waste including sharps; and</p> <p>3. An orientation and education program for personnel who manage or have contact with hazardous materials and waste.</p>		
<p>D. The contractor maintains fire-safety equipment and conducts fire drills regularly.</p>	<p>D. To ensure that the contractor develops a plan which identifies how it will establish and maintain a fire-safe environment to include inspecting, testing and maintaining fire equipment on a minimum annual basis and that the contractor reports and investigates fire protection deficiencies, failures and user errors.</p>	<p>D. Review of fire safety plan or policy and observation of implementation and supporting documentation for inspections and investigations of deficiencies.</p>
<p>E. The contractor maintains, tests and inspects medical equipment and documents these activities to include:</p> <p>1. Assessing and minimizing clinical and physical risks of equipment through inspection, testing and maintenance;</p> <p>2. Reporting and investigating equipment management problems,</p>	<p>E. To ensure that the contractor maintains a plan for maintaining medical equipment.</p>	<p>E. Review of medical equipment maintenance plan or policy and observation of implementation and clinic environment and documentation.</p>

# DSHS Standards for Public Health Clinic Services

Standard	Intent	Evaluation Criteria
<p>failures and user errors; and</p> <p>3. Designing an orientation and education program for personnel who use the equipment.</p>		
<p>F. The contractor maintains appropriate infection control activities to include:</p> <ol style="list-style-type: none"> <li>1. Reporting infections, when appropriate, within the organization or to public health agencies;</li> <li>2. Taking action to prevent and reduce the risk of nosocomial infections in patients, staff and visitors;</li> <li>3. Taking action to control outbreaks of nosocomial infections when identified;</li> <li>4. Requiring employee immunizations;</li> <li>5. Required employee screening based on risk; and</li> <li>6. Development of a Bloodborne Pathogen Plan to include education annually for employees deemed at</li> </ol>	<p>F. To ensure that the contractor uses a coordinated process to reduce the risks of endemic and epidemic nosocomial infections in both patient care and staff health activities.</p>	<p>F. Review of Infection Control Plan or Policy, supporting documentation and employee immunization records, as well as observation of implementation within clinic environment.</p>

## DSHS Standards for Public Health Clinic Services

Standard	Intent	Evaluation Criteria
risk.		
G. The contractor shall maintain appropriate CLIA certification for laboratory services.	G. To ensure appropriate laboratory services.	G. Review of CLIA Certificate.
H. The contractor shall maintain appropriate pharmacy license.	H. To ensure that all pharmacy services are provided according to state pharmacy law.	H. Review of pharmacy license.

## **APPENDIX H: HUB CMBL Listing**



HUB Listing.pdf

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

Vendor ID	Company Name	Contact Person	Email	Phone
1030382207500	SNAP MANAGEMENT GROUP INC	Darrell Pierce	Darrell@snapmgt.com	512-477-8788
1043814808100	CONSOLIDATED ENTITIES LLC	Mging Broker/ABAYOMI A. OWOLABI	realty@cosolent.com	281-265-2457
1061827717100	JN3 GLOBAL ENTERPRISES, LLC DBA EXCEL GL	James Nowlin	jnowlin@excelglobalpartners.com	512-501-1155
1113357105600	THOMPSON CONSULTING	Pres./Fred L. Thompson	FLTHOMQM@AOL.COM	281-290-0083
1113653046300	LARETTA RENA CALLAWAY, PROJECT MGMT.	OWNER/LARETTA RENA CALLAWAY	LARETTACALLAWAY@GMAIL.COM	936-419-6794
1141907685300	PROFESSIONAL RESOURCE PLUS	MANAGER/MACK ADEDIPE	madedipe@prpit.com	281-879-4095
1200876209300	OMNI INTEGRATION PARTNERS, INC	William Harrison	wharrison@omniintegration.net	214-929-5938
1200922797100	WWW.SUPERBSPEAKERS.COM	Joyce Scott	joycescott@superbspeakers.com	713-828-3613
1208023668500	ALL-TERRA ENGINEERING, INC.	President / Haddis Tewolde, P.E.	htewolde@all-terra.com	713-574-2371
1208224479400	LEADERSHIP LIVING, INC.	Pres./Joyce White	leadershiplivinginc@yahoo.com	214-928-9494
1208763967500	THR ENTERPRISES, INC.	Samuel Eaton	samuel.eaton@jnegreenteam.com	832-279-9856
1262366428600	NATIONAL EDUCATION ADVANTAGE (TXNEAD)	Raymond Groves	txnead@teamnmca.com	281-652-6784
1262617419200	TAYLOR SMITH CONSULTING, LLC	Tracy T. Smith	tracy.smith@taylorsmithconsulting.com	713-937-3111
1262977153100	WBF CONSULTING GROUP	Carroll Pearson	cpear_consultant@yahoo.com	678-984-9888
1263871617000	ANDTECH SOLUTIONS, LLC	Myoshia Boykin-Anderson	mbanderson@andtechllc.com	713-900-2600
1264066792400	OLIVIER, INC.	Raquel Olivier	info@olivier-inc.com	214-761-6900
1270613679800	BAILEY'S PREMIER SERVICES LLC	Tamiko W Bailey	twbailey@baileyspremierservices.com	817-292-2423
1271709928200	TRAVAILLE, LLC	Mbr/Jacquelyn Joubert Young	jacquijoubertyoung@travaillellc.com	832-270-0179
1271979867500	LATROBE LLC	Pres./Latanyua T Robinson	ltr@latrobeilc.com	409-812-1003
1272166448500	CHARLES TRYON & ASSOCIATES	Charles Tryon	tryon.charles@gmail.com	877-526-0008
1272505651400	PROJECT & VENDOR MANAGEMENT ADVISORS	Laurie A Robinson	laurierobinson@pvmallc.com	832-436-2351
1272924600400	CBFC, LLC	Joseph G. Adams	jadams@knowcompromise.com	832-215-8886

**Class 924, Education/Training Services – Item 16: Course Development Services, Instructional/Training**

Vendor ID	Company Name	Contact Person	Email	Phone
1010730484100	ANGELA AMBROISE MARKETING	Angela Ambroise	angelaambroise@gmail.com	832-618-7259
1020701955400	CRYSTAL CLEAR BUSINESS SOLUTIONS	Owner/Crystal L. Brown	cbrown@thecrystalsolution.com	713-429-0142
1030383438500	TAX & FINANCIAL BUSINESS SOLUTIONS	DESIREE RUSSELL	taxandfinancialbusiness@gmail.com	713-513-0006
1043814808100	CONSOLIDATED ENTITIES LLC	Mging Broker/ABAYOMI A. OWOLABI	realty@cosolent.com	281-265-2457
1061755810000	BRIO COMMUNICATIONS, LLC	De Juana Lozada	lozadad@hotmail.com	512-797-6989
1113653046300	LARETTA RENA CALLAWAY, PROJECT MGMT.	OWNER/LARETTA RENA CALLAWAY	LARETTACALLAWAY@GMAIL.COM	936-419-6794
1141964798400	AB BROADCASTING CONSULTANT LLC	Annie Billings	abillings@abbctv.com	817-685-8650
1200159409700	FRED L MCGHEE & ASSOCIATES	Fred McGhee	FMCGHEE@FLMA.ORG	512-275-6027
1200922797100	WWW.SUPERBSPEAKERS.COM	Joyce Scott	joycescott@superbspeakers.com	713-828-3613
1201146140200	TIKS ENTERPRISE, LLC	Tameka Young-Finister	tameka.young@tiksenderprise.com	888-468-0920
1201370649900	SAXIOM LLC	Kelvin King	kking@saxiom.com	512-351-5913
1203755990800	GRAVES LEARNING CENTER	President/Richard S. Graves, Sr.	rsgraves@prodigy.net	972-743-5594
1204509837800	A AND J CONSULTING GROUP, LLC	Owner/SHITONDA JOHNSON	ajconsultinggroupllc@consultant.com	713-829-3342
1204581528400	HEDGEFORD MANAGEMENT	R. Dick	hedgefordmgmt@gmail.com	214-566-7044
1204916459800	JAMES BIRD GUESS SUCCESS ACADEMY	James Bird Guess	james@internationalsuccessacademy.com	888-369-1339
1208224479400	LEADERSHIP LIVING, INC.	Pres./Joyce White	leadershiplivinginc@yahoo.com	214-928-9494
1262366428600	NATIONAL EDUCATION ADVANTAGE (TXNEAD)	Raymond Groves	txnead@teamnmca.com	281-652-6784
1262617419200	TAYLOR SMITH CONSULTING, LLC	Tracy T. Smith	tracy.smith@taylorsmithconsulting.com	713-937-3111
1262632193400	REDRICK & REDRICK ENTERPRISES, INC.	President/Vicky Redrick	vlredrick@sbcglobal.net	972-780-1740
1262778112800	FAMILY RESTORATION AND ECONOMIC	OWNER/ROBIN HARRISON	wininwellness@yahoo.com	281-836-2614
1262969597900	GRAFTON A SPINKS DBA AL SPINKS & ASSOCIA	Grafton A Spinks	al@asapresents.com	281-704-1724
1263512026900	SILOTECH GROUP, INC	President /Tiffany Tremont	ttremont@silotechgroup.com	210-569-0953
1263871617000	ANDTECH SOLUTIONS, LLC	Myoshia Boykin-Anderson	mbanderson@andtechllc.com	713-900-2600
1270163209800	CREATIVE CONCEPTS IN EDUCATION	Owner/Sundra L. Stubbs	CCseminars@ATT.net	214-772-0017
1270635276700	RG TALENT SOLUTIONS, LLC	Reginald W Calhoun Sr	rcalhoun@rgtalentsolutions.com	817-405-2838
1271446683100	DAZZIE MCKELVY LLC	Dazerina McKelvy	dazziemckelvy@gmail.com	512-924-7761
1272671380800	TEAM ALLIANCE SPORTS, LLC	Marshall J Cowell	tsportsa@att.net	915-261-9651
1272787768500	SONYA WARE EXECUTIVE CONSULTING, LLC	SONYA WARE	sonya.ware@bluebeagleconsulting.com	713-206-2354
1272953312000	NSPIRE EDUCATION CONSULTANTS, LLC	RUBY J STEVENS-MORGAN	consultant@nspireeducation.com	859-299-5014

**Class 924, Education/Training Services – Item 16: Course Development Services, Instructional/Training**

1272968527600	INXELERATE SOLUTIONS LLC	Hadyn Inniss	hadyn.inniss@inxelerate.com	512-346-8110
1273048849600	TRAINING SOLUTIONS & ASSOCIATES	Owner/SaWanna Cannon	Trainsolutions234@att.net	210-227-8722
1273378151700	AWE-INSPIRING CONSULTANTS, INC	Ebony Shelton	EShelton@Awe-Inspiringinc.com	281-714-0885
1274394480800	NEW RENEWABLE ENERGY TECHNOLOGIES LLC	Phil Fosso	fossop@asme.org	972-363-3204
1274628164600	THE BRYANT HERITAGE, LLC	Tori M. Cole	tmcole@tbhtechsvcs.com	713-560-6542
1274723274700	ALEXIS M SERVICES LLC	Alexis M. Scott	alexis@amathservices.com	972-755-1151
1274846067700	JOHNSON ADVANTEDGE INSTITUTE, LLC	Janice M. Johnson	janice.johnson@freembb.com	213-373-3622
1275347803600	IGLOBAL EDUCATIONAL SERVICES, LLC	Dr Alicia Holland Johnson	drhollandj@iglobaleducation.com	512-761-5898
1331098480500	THE LEARNING NETWORK, LLC	Laura Price Hayes	lcobb2000@yahoo.com	214-250-9930
1352474214800	DAVIS PSYCHOLOGICAL HEALTH & WELLNESS PR	Dr. Regina G. Davis, Ph.D.	dr.reginagdavis_phd@yahoo.com	210-241-4954
1364568513500	C.F. TRAINING SERVICES	Owner/Callena Fitzpatrick	cftraining@att.net	903-814-3796
1364675062300	PARTNERS BUSINESS CONSULTING GROUP INC	RICHARD CROWDER	CROWDERR@SBCGLOBAL.NET	817-548-3131
1383739653300	SMGETER CONSULTING AND SECURITY SERVICES	SANDRA M. GETER	sgeter@gt.rr.com	409-466-7301
1421740560500	AUTHENTIC TECHNOLOGY SOLUTIONS	President/Veronica D. Frazier	authenticttechnologysolutions@yahoo.com	713-436-1728
1450661856100	SMITH SAFETY TRAINING & AUDITS, LLC	Roosevelt Smith, Sr.	smithsafetytrainingaudits@gmail.com	832-525-5304
1452038550200	ONE CORNER AT A TIME	Gerald Paschal/Business Manager	gpaschal@onecorneratatime.com	409-832-0044
1452862644400	BEARDEDEAGLE LLC	Devon Morris	team@beardeddeagle.com	888-245-5596
1452997207800	MAKING STRAIGHT PATHS	Markita Samuel	Markita@Makingstraightpaths.com	281-858-3040
1453229081500	STAR FORCE	Clarence Lowe	clarence@starforceusa.com	210-320-2077
1453233547900	A PLUS MEDICAL RECORDS SOLUTIONS	LaDonna Childress	aplusmrs@hotmail.com	254-598-4250
1454366781100	ROBUST SERVICES & SOLUTIONS INC	Clarance Lasana	cslasana357@gmail.com	210-645-9903
1454395107400	INNOVATE LIFE SUCCESS CONSULTING, LLC	Brenda Marks	innovativesc.inc@gmail.com	972-480-5910
1454543821100	HILL EDUCATIONAL CONSULTANTS, LLC	Essie Hill	ehill@hilledconsultants.com	469-294-1672
1454811202900	NQ SOLUTIONS INC	Tinuade Osunrinade	tinuade1@gmail.com	281-616-5220
1455255194800	MATTHEW SMITH CONSULTING, LLC	Matthew Smith III	matthew@ms3consulting.com	210-837-8594
1459276133300	W.J. FOSTER ENTERPRISES	DR. WILLIE J. FOSTER, SR., PH.D.	williejfooster02@gmail.com	972-589-5516
1460650101400	OGT TEST & RESEARCH CENTER	Dr. Emmanuel N. Oghakpor	emmanuel@ogtsite.com	214-660-0122
1460700578300	SAMS CONTRACTING CONSULTING AND TRAINING	Aaron Sams	aaron@samsct.com	210-788-1034

**Class 924, Education/Training Services – Item 16: Course Development Services, Instructional/Training**

1460870765000	KMR CONSULTS AND INVESTIGATIONS	Kenneth M. Riley	kriley@thekmrfirm.com	210-681-4474
1460901335500	3D DISCOVERY LLC	Coretta Turner	coretta@3d-discovery.com	972-850-8902
1461034345200	VESTEDIN AGING CONSULTING GROUP, LLC	Bridget Samuel	bridget@vestedinaging.com	713-568-5045
1461091812100	THE CHILDREN'S CAROUSEL ACADEMY, LLC	Karen A. Williamson Johnson	williamsonk6@aol.com	469-401-4241
1461890915500	WRIGHT ONE TRAINING	Brooke Wright	wrightonetraining@gmail.com	214-418-5117
1462402725700	INTEGRALITY, LLC	Cynthia Nevels	cynthian@integrality.us	877-601-3211
1462470308900	THAT A GIRL & FRIENDS SPEAKERS AGENCY	Vikki Wells	vikki@thatgirlspeakers.com	214-952-5604
1462829743500	SOLVIT BUSINESS SERVICES LLC	Principal/Leslie Robinson	solvitllc@gmail.com	713-493-2597
1462854542900	ELIZABETH ORIOLA-OTENAIKE, PSYD	Dr. Elizabeth Otenaika	DoctorLizO@gmail.com	817-422-3181
1463250027900	L.E.A.D. EDUCATIONAL SERVICES, LLC	William Price	william@leadeducationalservices.com	832-598-8114
1463264006700	WILLPOWER TECHNICAL WRITING	Onnesha Williams	owilliams@willpowertw.com	512-680-0421
1463280450700	ABILITY SOLUTIONS	April S. Watson-Horton	info@abilitysolutions.org	972-283-6670
1463875670100	KUADRA CONSULTING SERVICE, LLC	Kuadra Consulting Service LLC	info@kuadracs.com	210-314-7687
1464703898400	JK HARRIS & ASSOCIATES	Gregory Harris	GregHarris@JKHarrisAssociates.com	512-844-8352
1464811642500	NIA HOLDINGS LLC	Ijeoma Nwankwo	ijenwankwo@niaholdingsllc.com	972-984-6113
1464944905600	REAL TIME READY DIGITAL LLC	Jermain Anderson	jallen@rtdigital.com	408-685-3362
1465265120000	C MATH IS EASY, L.L.C.	Owner/Andrea R. Johnson	cmathiseasy@gmail.com	361-371-2838
1470993100100	MORGAN IT SECURITY	Owner, Louis A. Morgan	Mr.L.Morgan@gmail.com	502-319-3753
1471004291300	THE CP CONSULTANT	Demetre Bivins	dbivins@thecpconsultant.com	832-620-1957
1471093000000	BREAKTHRU GLOBAL VENTURES LLC	Michael Parrott	michael.parrott@breakthruventures.com	571-438-3310
1471496086200	COLLINS COMMUNICATION INSTITUTE	Owner/David Collins	ccitutoring@yahoo.com	800-244-3130
1471636664700	A BRITTANY D. PHILLIPS CO., LLC	BRITTANY D. PHILLIPS	BRIT.PHILL@YAHOO.COM	713-554-5482
1471730580000	ART FUN FOR ANYONE, LLC	CAROLINE GONZALES	ARTFUN4ANYONE@YAHOO.COM	210-381-1640
1471744230600	BROWN TREE OF LIFE, LLC	Owner/LaNeil Randle	lrandle4295@sbcglobal.net	979-661-1209
1471898929700	HAMILTON-GUY COUNSELING & EDUCATION AND STATISTICAL CONSULTING	Cheryl Hamilton	cheryly.hamilton@gmail.com	972-283-6799
1472354699100	LISASERVES LLC	Pres/Tobechukwu Nelson Ikegulu, Ph.D.	lykestat@hotmail.com	409-239-9316
1472635473200	GWH QUALITY GROUP	Lisa Fritsch	Lisa@lisaserves.com	512-560-0060
1473267843900	INFINITY BUSINESS SOLUTIONS LLC	Pamela Gardner	gardnepc@swbell.net	832-368-2646
1473298502400	THE WELLNESS ADVOCATES GROUP, PLLC	Derrick Lewis	infinitybusinesssolutionsllc@gmail.com	478-258-6758
1473342347000		Jeremy Jones	jjones@thewellnessadvocatesgroup.com	832-533-0529

**Class 924, Education/Training Services – Item 16: Course Development Services, Instructional/Training**

1473456328200	BUFFALO CLOUD CONSULTING, LLC	Christine A. Moses	info@buffalocloudconsulting.com	512-215-4436
1473462311000	SOCIAL MEDIA TECHNOLOGIES, LLC	Roderick Jones	ric@socialmediaiq.net	214-800-2617
1474570633400	LMM PROFESSIONAL SERVICES	La'Joy Marks	lajoy@lmmproservices.com	512-730-0676
1474851753000	LOVE 2 TEACH EDUCATIONAL &	Francis Germany	love2teachllc@yahoo.com	832-870-5610
1475635000600	BLOCKER EDUCATION RESEARCH, LLC	Tyrone D. Blocker	tblocker@blockereducationresearch.com	512-954-7777
1510598869300	WOODS CONSULTING GROUP, LLC	Pres./Timothy C. Woods	tcw17@sbcglobal.net	214-682-6927
1522420889000	WITTY INVENTIONS	Pretta Vandible	preariel@earthlink.net	713-298-5670
1571173816900	THE CONXSIS GROUP, INC.	President/Abdul H. Shakir	ashakir@conxis.com	817-348-0060
1611566736800	SCOTT-HARRIS ASSOCIATES	Owner/Janet L. Scott-Harris	janet@scott-harrisassociates.com	214-828-0229
1611587417000	ANDRESS & ASSOCIATES	Lauri Andress	landress1@gmail.com	713-553-8192
1611623457200	BUSINESS RESOURCE CENTER	Gwendolyn Bolden	gbolden2@ymail.com	210-650-0855
1710997729200	CONSULTING SOLUTIONS.NET	MICHAEL BROWN	mbrowncsn@sbcglobal.net	512-502-9990
1742997498700	D. T. JACKSON ENTERPRISES, INC.	Daniel T Jackson/President	danjackson@dtjackson.com	210-601-8101
1743088947100	CPR INSTITUTE INC.	Col. Roosevelt Speed	cprinstituteinc@att.net	972-288-6177
1752888741100	CONSUMER & MARKET INSIGHTS LLC (CMI)	Royalyn Reid	royalyn.reid@thecmiteam.com	855-939-9500
1752890712800	RAY OF HOPE	SYNTHIA R. HARTFIELD	OURTURN3@NETZERO.COM	214-489-9090
1753021823300	AFFUL CONSULTING CORPORATION	CEO/John Afful	jpafful@affulconsulting.com	800-797-0248
1760447740000	BASHEN CORPORATION	BASHEN, JANET	jbashen@bashencorp.com	713-780-8056
1760557812300	SEREVILO DESIGNS	Owner/Oliver E. Stubblefield	genestubbson@pantshangingdown.com	713-306-5709
1760605313400	G-WASA, INC.	Sherry A. Atkinson-Lively	gwasa_inc@yahoo.com	713-785-9362
1760616534200	EXCELLERATE PERFORMANCE ADVISORS	Denise Shanklin	dshanklin@excelleratepa.com	512-650-2864
1760675273500	CS KIMBROUGH ENTERPRISES, LLC	SANDRA KIMBROUGH	kimbrottraining@yahoo.com	877-715-2739
1770626517400	CONTRACT SERVICE INNOVATIONS, LLC	Benjamin Sumpter	bsumpter@csi-compliance.com	855-651-9017
1800319349900	HP EXECUTIVE SOLUTIONS	Dr. Shanta Proctor	shanta.proctor@gmail.com	832-510-4737
1820544291800	RM WALKER TRAINING & FACILITATION	REGINALD WALKER	TRAININGALL@ATT.NET	512-417-8988
1861163149200	ONE WORLD STRATEGY GROUP LLC	Jeri J. Brooks	jeri@oneworldstrong.com	713-807-0781
1900286774500	APPLIED PROGRAM MANAGEMENT & TRAINING LLC	Roni Olusanya	RONKE@APPLIEDPMT.COM	214-606-6868
1900806369500	EVOSOURCE LLC	Emmitt Walton	info@evosourcenetwork.com	832-449-6784
1200839056400	NEW HORIZONS CLC OF AUSTIN	Jamie Fiely x2460	jfiely@nhaustin.com	512-349-9555
1202376737400	ARRATI, INC. DBA TEXCELVISION	Shobhna Nihalani	shobhna.nihalani@texcelvision.com	832-886-1280
1203482538500	SOUTH TEXAS HORIZONS LP	Derek Wright	dwright@5pe.com	210-308-8200

**Class 924, Education/Training Services – Item 16: Course Development Services, Instructional/Training**

1208921426100	NORTH TEXAS HORIZONS LLC	Derek Wright	dwright@5pe.com	972-490-5151
1273632554400	SOUTHEAST TEXAS HORIZONS LLC	Pres./Derek Wright	dwright@5pointenterprises.com	713-552-1414
1201218200700	MNK INFOTECH INC.	President/Neha Kunte	accounts@mnkinfotech.com	412-213-8665
1202815606000	MADDISOFT, LLC	Ramesh Maddi	rmaddi@maddisoft.com	713-449-1535
1204078903900	CENTEX TECHNOLOGIES	Abdul B. Subhani	asubhani@centextech.com	254-213-4740
1205435539600	SYNAPTICORE, LTD.	Mustafa Raja	mraja@synapticore.com	281-833-1000
1205925909800	CHIVAS ENGINEERING & CONSULTING, INC.	CEO/Dr. Vasant C. Ramkumar	vasant@chivascorp.com	512-217-0853
1262605013700	BTGRAD DBA TEXAS HEALTHTECH INSTITUTE	Purnendu Mandal	director@texashealthtech.com	409-866-0555
1264455394800	FLAGTREE SYSTEMS LLC	President/Gurusamy Palanichamy	palani@flagtree.com	512-692-7797
1270908659400	AJANTA CONSULTING, LLC	ANIL PATEL	anil.patel@ajantaconsulting.com	512-775-2645
1271499905400	N C CABANA LOGISTICS, LLC	Nonie Cabana	nccabanalogistics@gmail.com	210-265-1983
1452377642600	RAISE ACHIEVEMENT, LLC	Arati P. Singh	asingh@raiseachievement.com	512-301-8952
1454484067200	DYNAMIC INVENTIONS LLC	Ali Zahid	zahid@din.us.com	888-982-8518
1455395432300	INTEGRITY SERVICES	Suja Christodoss	info@cleanwater4.us	817-894-1357
1455539678800	PINNACLE PROCESS SOLUTIONS INTERNATIONAL	Adil Dalal	adil@pinnacleprocess.com	512-212-1166
1462259752500	WATERLILY WRITING, LLC	MONIQUE DORSETT	MONIQUE@WATERLILYWRITING.COM	512-270-8550
1462339453400	C.B.K. COMPUTING LLC	Beshara Shaleesh	admin@cbkcomputing.com	512-422-3126
1473435951700	ASDL CONSULTING LLC	Anil Levi	anillevi@yahoo.com	512-731-6728
1582183363700	SYSPRO TECHNOLOGIES, INC.	Shri Gangal	sgangal@sysprotech.com	214-440-3801
1742768479400	MICROASSIST INC	COO/Donald Twining	DTWINING@MICROASSIST.COM	512-794-8440
1900747385300	TUTORING BY TRAN	Yen-Hong Tran	tutoring.by.tran@gmail.com	512-825-8161
1202752378100	SEC-OPS, INC.	Robert Lott	robert@secopsinc.com	361-299-6767
1454939954200	CENTURION SOLUTIONS LLC	Douglas C Jackson	dcjackson@centurion-solutions.com	979-571-5213
1460876947800	HIGHGROUND TECHNOLOGIES INC	Ronald E. Zimmerman Jr.	Ron.Zimmerman@HighGroundTech.com	210-858-9573
1463078484200	TOPSARGE BUSINESS SOLUTIONS LLC	Dan Elder	dan.elder@topsarge.com	254-853-4410
1464630777800	TRAUMA CARE CONCEPTS, LLC	Glenn C. Sammis	traumacareconcepts@gmail.com	210-860-0888
1464918008100	DR. D'S LEVERAGE, LLC	AARON DEWISPELARE	adewisp@gvtc.com	830-981-2357
1471994051300	JOHNSON APPLIED SOLUTIONS LLC	Theodore J. Johnson	tedjohnson@johnsonappliedsolutions.com	210-718-4079
1474524634900	KESPE, LLC	Kenneth E. Seiler	kespe@outlook.com	512-751-8094
1562485180200	SYNERGY CREATIONS GROUP, LLC	Lee Sechrist	lee@synergycrationsgroup.com	979-488-9040
1010956920100	STRATEGIC SKILLS TRAINING INSTITUTE	LUIS VARELA	docvarela@ssti-usa.com	210-320-1314
1200020282500	THE ROTHSCHILD CORPORATION	Rothschild, Susanne	srothschild@trainingbyrothschild.com	832-752-0317
1200022545300	MENTORING MINDS, LP	Theresa D. Avirett	bids@mentoringminds.com	800-585-5258
1202020070000	EARLY LEARNING SOLUTIONS	Angelica S Santacruz-Brandt	angelica.s.brandt@gmail.com	512-415-6319
1202423821900	ULIBARRI-MASON GLOBAL HR, LP	Daniel Ulibarri	um@umglobalhr.com	214-452-8993

**Class 924, Education/Training Services – Item 16: Course Development Services, Instructional/Training**

1202706706000	DAVID MOLINA & ASSOCIATES, INC.	President - David Molina	david.molina@pobox.com	512-836-5377
1203877857200	COGNITIVE PROFESSIONAL SERVICES INC.	Cognitive Professional Sevices Inc.	BD@cog-ps.com	703-562-0602
1204050889200	ASENTRENE, INC.	Henry Garcia	hfgarcia@asentrene.com	210-493-1971
1204439133700	TRAINING WITH ANGIE	Angie Reinford	angie@gmail.com	361-742-1264
1204534520900	MANAGEMENT SOLUTIONS	Salvador Rodriguez, Jr./President	mgmtsol@gmail.com	915-929-3670
1205001838600	YO SOY I AM, LLC	Ivette Mayo	ivette.mayo@yosoy-iam.com	713-447-5404
1208717387300	BRIGHT WATER VENTURES, INC.	CEO/Charlie Ramirez	charlie@teamventi.com	512-782-4034
1264431493700	EGRESSONE TECHNOLOGY GROUP	TANIA MARIE-MARTIN-MERCADO	gs@egressone.com	469-713-2025
1270412663500	THERESA MORENO COMMUNICATIONS	Theresa Moreno	theresamoreno@austin.rr.com	512-431-0084
1271709336800	DAVIS SUCCESS SOLUTIONS LLC	Roy Davis	roy@davissuccesssolutions.com	469-607-1908
1272385442300	KINETIC HOUSE, INC.	Diane Becerra	kinetichouse@gmail.com	210-240-9141
1320384945300	LISTO TRANSLATING SERVICES & MORE LLC	Roxana Heredia	roxana@listotranslating.com	832-592-9264
1371474591900	MODA INTERNATIONAL INC.	Dr. Joaquin Paez	joaquin@jpmoda.com	512-306-8221
1412227690100	INTEGRATIVE CONSULTING SOLUTIONS LLC	Jose Tollinchi	jose@iconsultingllc.com	915-309-7429
1453157395500	SYNERGIST CONSULTING, LLC	Maggie Marotta	mmarotta@synergistfinancial.com	972-985-4142
1454775373200	APRIORI ENDEAVORS	RUDOLFO DE LA CRUZ, JR.	RUDY@AE-IT.COM	210-623-0807
1454906749500	FOUR VICTOR GROUP	Dathan Copeland/Chief Operating Officer	dathan@fourvictorgroup.com	512-739-3034
1455261563600	RINCON & ASSOCIATES, LLC	EDWARD T. RINCON	EDWARD@RINCONASSOC.COM	214-800-2831
1460808026400	SOTELO & ASSOCIATES, LLC	Patricia Sotelo	pat@sotelocoach.com	956-664-2137
1460946571200	THE LANGUAGE BRIDGE	Lorena Parada-Valdes	lorena@thelanguagebridge.net	361-425-2271
1461253364700	ED-POINT, LLC	Linda Villarreal	lindakayvillarreal@gmail.com	361-549-1699
1461509122100	ASPELL SERVICES INC.	Denise D Aspell	deedee@aspell.com	210-445-8425
1461916987400	KHAERON CONSULTING, LLC	DR. EMILIA O'NEILL - BAKER	DREMILIA4CHANGE@GMAIL.COM	361-877-1041
1462681980000	STRATEGY RESOURCE GROUP LLC	Irma L. Ramirez	Leticiam@srsg5.com	972-523-2098
1464189998500	AVALON BUSINESS PARTNERS	Kathryn Martinez	info@avalonbp.com	972-385-1644
1465059325500	JUBIZ CONSULTING, L.L.C.	Owner/Julie Martinez	juliemartinez77@hotmail.com	469-999-1769
1465285768200	TALENTO	Selene de la Pena Frizzell	talentodallas@gmail.com	682-225-5360
1465683208700	FOUR STAR HEALTH AND SAFETY, LLC	Charles W. Hebert	drhebert1.tie@txindeval.com	855-944-7827
1471267423400	HERNANDEZ CONSULTING TECHNOLOGIES (HCT)	Alvin Hernandez	alher58@gmail.com	210-992-5244
1471818244800	RMD STRATEGY LLC	Mike Dominguez	mike@rmdstrategy.com	512-487-7868
1472051189900	ENSIGHT MARKETING AND CONSULTING	Eve Gamboa	efgamboa@msn.com	432-425-4039
1473726918400	VIDA CONSULTING LLC	VIDA CONSULTING	mosorio@vidaeducation.net	817-627-7297
1473922599400	BEHAVIORAL HEALTH CONSULTANTS, LLC	Lucy Williams	lw@behavioralhealthconsultants.org	361-549-6972

**Class 924, Education/Training Services – Item 16: Course Development Services, Instructional/Training**

1473982553800	CAPSTONE HIGHERED SERVICES LLC	Diana Pino	diana.pino@capstonehighered.com	713-955-2122
1474579990900	CORERECON, LLC	Christopher Hegg	Chris@CoreRecon.com	800-955-2596
1474689466700	TRAINERANGIE.COM, LLC	Angie Whitney	angie@trainerangie.com	619-750-7449
1711026092800	TDC SERVICES, INC	PRESIDENT/DOLORES A AMADOR	TDCSERVICESINC@AOL.COM	210-734-2008
1731663749900	CORPORATION FOR PUBLIC SCHOOL ED K16	C.E.O./ Omar Lopez	olopez@cpse-k16.com	512-341-0351
1731703114800	FOCUSED SOLUTIONS	Owner/Juan L. De La Cruz	JLDLC@SBCGLOBAL.NET	956-624-5439
1731724421200	OAG CONSULTING LLC	President/OSCAR A. GONZALEZ	OAGCONSULTINGLLC@ATT.NET	512-565-4135
1742341937700	XIMENES & ASSOCIATES, INC.	LINDA XIMENES	lximenes@xa-sa.com	210-354-2925
1742679094900	UNIQUEST INTERNATIONAL INC	Sandra Romero Thompson	srt@texfleet.com	512-930-9720
1742766655100	ENCON INTERNATIONAL, INC.	Alex Woelper	encon.admin@enconinternational.com	915-833-3740
1742791787100	HOLLIS RUTLEDGE AND ASSOCIATES, INC.	PRESIDENT/HOLLIS V. RUTLEDGE, JR.	sheila.pankratz@gmail.com	956-583-0002
1742897099400	ACADEMY SCHOOL OF CAREERS, INC.	CEO/LAURA WINTER	winterhaven9@yahoo.com	915-533-4100
1742913447500	DISPUTE MANAGEMENT GROUP, LLC	Manager, Jose L. Hernandez, P.E.	dmghernandez@sbcglobal.net	512-426-6958
1742921793200	STAR ENGINEERING GROUP, INC.	Pres./Manuel A Diaz	mdiaz@starengineeringgroup.com	210-871-4133
1742985660600	ROBECK CONSULTING, L.L.C.	Robert Collier	Bobcollier@RobeckConsulting.com	210-381-3025
1752346001600	THE NELROD COMPANY	NELSON RODRIGUEZ	info@nelrod.com	817-922-9000
1752726320000	R2 TECHNOLOGIES INC.	Carrie Martinez	rick@r2now.com	214-382-3992
1760225893500	GOMEZ & COMPANY	BENJAMIN GOMEZ/Owner	ben@gomezandco.com	713-666-5900
1760479929000	OVERNITE SOFTWARE, INC.	RALPH WEBB	INFO@OVERNITECBT.COM	979-849-2002
1760595779800	LEADERSHIP CONSULTING GROUP INC.	Joanne Linden	jmlinden@comcast.net	713-952-6633
1800932990700	BILINGUAL CPR SVC OF TEXAS	Jose L. Dominguez	jd101169@yahoo.com	469-826-3478
1841713526800	SOUTH TEXAS FAMILY CONNECTIONS	LUPE VALDEZ	STXFAMILYCONNECTIONS@GMAIL.COM	361-334-4046
1010782456600	GOGO CREATIVE	Owner - Lisa Gardner	lisamac@gogocreative.com	512-480-0881
1010839033600	INNER CORRIDOR TECHNOLOGIES, INC.	President/Jennifer Harrison	info@teachmegis.com	713-278-7883
1030576944900	MEDBIO PUBLICATIONS	Kersten Hammond	kersten.hammond@medbiopub.com	972-547-4165
1043772864400	BOARDWALK ENTERPRISES, LLC	President/JODY NICHOLAS	JODY@BOARDWALKLLC.COM	703-675-2959
1061681445400	INDEPENDENT REPORTS	Roberta Ambrosino	robertaambrosino@yahoo.com	562-676-7107
1061817188700	CONAWAY CONSULTING, INC.	DEBORAH M. CONAWAY	debbie@conawayconsulting.com	512-587-1850
1113745643700	CREATIVE TRAINERS AND CONSULTANTS	JUDY CARNAHAN-WEBB	JUDY@JUDYCARNAHANWEBB.COM	281-493-4787
1134280998200	TEXAS TECHNOLOGY CONSULTING	CEO/Kate Connolly	kconnolly@txtcgroup.com	512-288-5300
1134307214300	EDVANCE RESEARCH, INC.	Debrale Graywolf	dgraywolf@edvanceresearch.com	210-558-4118
1200029531600	RESOURCES FOR LEARNING, LLC	Linda Wurzbach	lindaw@resourcesforlearning.net	512-327-8576
1200730956500	DLO THREE DIMENSIONAL DEVELOPMENT,LLC	Debbie Lindsey-Opel	dlo@3ddresults.com	361-854-1300

**Class 924, Education/Training Services – Item 16: Course Development Services, Instructional/Training**

1201368188200	JAKECO CONSTRUCTION, INC.	Nicole	jacoinc@aol.com	210-745-1302
1202844007600	MEDICAL AUDITING SOLUTIONS, LLC	PRESIDENT/ANGELA S. MILLER	angela@medicalauditingolutions.com	972-459-1508
1203098250300	ABICO CONSULTING, LLC	Pres/Rebecca Abigail Pfister	abigailpfister@hotmail.com	512-417-4922
1203119411600	NET INGENUITY	KAREN R KREPS	karenkreps@netingenuity.com	512-328-4456
1203132635300	SUE ELLEN JACKSON MARKETING &	OWNER/SUE ELLEN JACKSON	SEJACKSON@AUSTIN.RR.COM	512-345-5259
1203157543900	LIQUID LEARNING	Owner/Jerrnette Heit	jerris@swbell.net	512-293-1798
1203157945600	COMMUNICATION CONNECTIONS	MARY WILBANKS	mewilbanks@austin.rr.com	512-346-8871
1203326322400	MI CASA ENTERPRISES	Owner, Mgr/ Paula Karen Harlan	harlan_karen@hotmail.com	806-546-0409
1203763685400	BIBLIOTECHNICS	Owner/JOANNA F. FOUNTAIN	FOUNTAIN@THEGATEWAY.NET	512-927-1341
1203904854600	HART EDITORIAL SERVICES	Ann Weaver Hart	ann@harteditorial.com	979-739-7610
1204295194200	BILINGUISTICS, INC.	Pres./Ellen Kester	ellen.kester@bilinguistics.com	512-480-9573
1205033168000	ALPHA OMEGA PROFESSIONAL TRAINING	Meghan Klein	mklein@aopts.com	972-567-4321
1205309867400	NURSING OPTIONS PLLC	Manager/ Gail M. Shevlin	gms09@att.net	281-236-7142
1205448210900	MOTIVATIONAL FOUNDATIONS INC.	CEO / Darleen Lortz	mfi4@verizon.net	940-455-2330
1208385934300	AUSTIN ASSISTIVE TECHNOLOGY CONSULTANTS	Owner/Elizabeth A. Dann	austinatc@yahoo.com	512-947-3978
1208890043100	STRATEGIC EDUCATION SOLUTIONS, LLC	Cynthia Burrow	cburrow@strategicedolutions.com	512-996-8814
1223713008800	MAGIC COMMUNICATIONS	JENNIFER WEBB	JENNIFER@MAGICCOMM.COM	775-232-7753
1251482159900	LABOR RELATIONS ALTERNATIVES, INC.	President/Lana Norwood	lananorwood@lraconsultants.com	512-323-6765
1260174871300	PORTFOLIO CONSULTING, LLC	Pres./Dorothy M. Nichols	dottie@portfolioconsultingllc.com	267-257-8089
1260619171100	LARSON LIBRARY CONSULTING	Principle/Jeanette C. Larson	larsonlibrary@yahoo.com	512-699-4902
1261272642700	COMMON-SENSEINC	Owner/Maribeth Lipscomb	maribeth.lipscomb@common-senseinc.com	214-663-2433
1261290399200	LINDA A. HARDMAN CONSULTING, INC.	Pres./Linda A. Hardman	jhardman@austin.rr.com	512-330-9670
1262520049300	PERKINS CONSULTING	OWNER/JAN E. PERKINS	jperk@austin.rr.com	512-586-7932
1262606738800	TEXAS ENVIRONMENTAL CONSULTING	Tracy L. Herring	therring70@aol.com	512-260-7814
1262651209400	PROVENIR LLC	Brigitta Glick	bglick@provenirusa.com	210-479-3444
1263123026000	LINDSAY CHAMBERLAIN	OWNER/LINDSAY E. CHAMBELAIN	lindsay.e.chamerlain@gmail.com	512-653-0290
1264510633200	GREEN AND SUSTAINABLE SERVICES, LLC	CEO/Charlotte B. Smith	info@grnserv.com	940-597-4497
1270161586100	ECOE SOLUTIONS, LLC	Cromwell, Renee	renee@ecoelutions.com	281-773-4142
1271003772700	NASON / HARRIS ASSOCIATES	CHERYL NASON	NASONHARRI@AOL.COM	817-461-1267
1271038216400	SIGMA RISK MANAGEMENT CONSULTING, LLC	Noel Orsak	noel@sigmariskmanagement.com	713-515-6635
1271325935100	CG DESIGNS GROUP	Celia Geraldo	cgeraldo@cgdesignsgroup.com	512-663-2809
1271631760200	SM DELIVERED, LLC	Eve Mayer	eve@socialmediadelivered.com	469-248-0616
1271701281400	LUMINARA CONSULTING INC	Rosemary Holly	rosemary.holly@luminaraconsulting.com	512-680-6069

**Class 924, Education/Training Services – Item 16: Course Development Services, Instructional/Training**

1271860875000	LONE STAR PLANNING, LLC	Owner/Jennifer R Clarke	jclarke@lonestarplanning.com	512-814-7526
1272798227900	EMCARE CONSULTING LLC	Elaine Watson Flanagan	emcareconsultingllc@gmail.com	469-360-3772
1273047173200	VENTURE ALLIANCE GROUP LLC	President / Amy Blakely	amyblakely@ventureall.com	512-617-3200
1273179070000	CULTURAL CONFIDENCE	Anna Katrina Davey	annakatrina@acrosscultures.info	512-922-3530
1273399601600	POWER ELEARNING	President/Ellen Brodsky	ellen@powerelearning.com	512-567-5157
1273674621000	KATALYST COLLABORATIVE GROUP	Kathleen Bethke	kathleen.bethke@yahoo.com	254-913-0644
1311678414400	SANTICOLA & COMPANY	President/Beverly Santicola	santicola@sbcglobal.net	713-840-1380
1320426963600	LINGOTEST LLC	Amanda	amanda@lingotest.com	214-923-4571
1320452139000	AMERICAN ACCENTS, LLC	Kelly Graham	kelly@americanaccents.net	800-570-0179
1342055401900	COMMUNITYSYNC	PRESIDENT/SUZANNE HERSHEY	info@communitysync.com	512-323-0024
1352317159600	GOVERNMENT PROCUREMENT SERVICES	President/Janet Hasty	janet@gpstraining.biz	888-254-7715
1371547851000	M.K. DAILEY SERVICES, INC.	Pres./Margaret K. Dailey	mdailey@daileyelectric.com	979-694-4044
1412216339800	SHORE RESEARCH INCORPORATED	Karin Samii Shore	karin@shorereseach.net	512-826-2736
1412259727200	EMPLOYOU, LLC	President/Leanne E. King	leanne@seekinghr.com	210-679-4879
1421639690400	DESIGN2TRAIN	V KAREN MILLER	miller@design2train.com	281-543-1692
1450500863200	MEZCLA CORPORATION	CEO & President / Stephanie N. Craft	stephanie@mezclacorp.com	512-636-0330
1451582258400	REBECCA M. BRINDLEY	Rebecca Brindley	rmbrindley@gmail.com	254-760-1022
1451808687200	AKIRA RESOURCES LLC DBA SUMMIT	Linda Pearson	LPearson@summit-train.com	281-412-5565
1452467031300	I AM SAFETY	Lynda J Coker	lynda@iamsafetytx.com	832-715-0375
1452587891500	KHOSH ENTERPRISES	Tooran Khosh	leavemail@yahoo.com	512-795-9897
1452955027000	WALLACE EDUCATION SERVICES	Julie A. Wallace	wallaceeducationservices@gmail.com	361-232-1020
1453007692700	K. M. FRAHM, LLC	Kim Frahm	kmfracm@gmail.com	361-442-5720
1454211320500	ENGAGE! LEARNING, INC.	Shannon Buerk	shannon@engage2learn.org	214-938-8254
1454710825900	THE SUMMERS CONNECTION INC	Susan Summers	susan@thesummersconnection.com	210-912-8575
1455028320500	DELIBERATE CHANGES LLC	Corinne Chalmers	cchalmers@deliberatechanges.com	281-705-2745
1455566315300	TRAINERS-R-US	Christine Walczyk	cwp@trainers-r-us.com	512-445-5802
1455582645300	CORE COACHING	Catherine Brown	ccbfocus@hotmail.com	916-730-9469
1460772717000	J. DOMBI2 CONSULTING, LLC	CEO/Janice Lembke Dombi	jdombi@jdombi2consulting.com	830-368-5034
1460837850200	QUALITY121, LLC	Rhonda Richardson	info@quality121.com	979-777-1022
1460991920500	THRIVAL SCHOOL LLC	Elizabeth M Frisch	elizabeth@thrivalschool.com	512-481-2123
1462138371100	IMPERA CONSULTING LLC	Owner/Therese Conner	terri@imperaconsulting.com	512-257-0266
1462697621200	DFW HR SERVICES, LLC	Kerrie Pineda	kerrie.pineda@dfwhrservices.com	254-434-8941
1462722301000	EARLY CHILDHOOD SPECIALTIES LLC	Diane Goyette	diane@goyette.info	713-540-7884
1462901283300	PD EXPERTS+, LLC	Jean Haverstick	pdexpertsplus@gmail.com	915-258-9702
1463229271100	DANCO MEDIATION & CONSULTATION, LLC	Connie Daniels	cdaniels1@satx.rr.com	210-254-4341
1463248961400	JSTOOGOOD LLC	Jaime Toogood	jaime@jstoogood.com	719-271-6484
1463320410300	HILWELL	Sandra Wellborn	sandra@hilwell.com	817-845-1251

**Class 924, Education/Training Services – Item 16: Course Development Services, Instructional/Training**

1463661071000	ELECTRICAL TRAINING & CONSULTING SERVICE	Keith Henry - General Manager	etcs.keithhenry@yahoo.com	512-922-1792
1464137716400	ECONOMIC VITALITY CORPORATION, LLC	Stacey Ford Osborne	stacey@econvitalitycorp.com	713-456-9429
1464275537600	ILLUSTRATIONS IN EMPLOYMENT	Danyelle L Keenan	danyelle@illustrationsinemployment.com	817-726-4239
1464565593800	INTERSECTION EDUCATION	Kerry Moll	kmoll@me.com	512-589-7731
1470878707300	DREAM CATCHERS, INC.	CEO/LORI SMITHERMAN	lori@itil.us.com	210-647-0707
1471253851200	RECOMM, LLC	Brandi M. Lara	blara@recommhq.com	682-651-5017
1471359971100	AUSTIN TEXAS MEDIATORS LLC	Barbara Ann Allen	info@austintexasmediators.com	512-966-9222
1471761830100	THERAPY CIRCLES PLLC	Elizabeth Furler	bfurler@sbcglobal.net	713-542-8118
1472426709200	FRANCINE GALKO	Francine Galko	f_galko@yahoo.com	512-906-8480
1473347570200	STEVIE DAWN INSPIRES, LLC	Stephanie Blakely	steviedawninspires@gmail.com	682-232-3426
1474050276100	LANGUAGES OF HOUSTON	Tsilina,Elena	elena.tsilina@gmail.com	832-359-4226
1474204485300	CONGER CONSTRUCTION SERVICES,	Richard Conger	conger_mary@yahoo.com	903-695-0078
1474440581300	TRUE NORTH DEVELOPMENT LLC	Shelley Pernot	shelley@truenorthdevelop.com	512-200-4269
1474688139100	LONGHORN SAFETY SOLUTIONS	Melissa Gresham	melissa@longhornsafety.solutions	469-400-5274
1510413671600	CONFLICT CONNECTIONS, INC.	President/Patricia Mae Porter	pmporter@conflictconnections.com	210-880-4440
1593807043800	CRASH DYNAMICS	Owner/Peggy A Lovett	crashdynamicsa@charter.net	682-503-6529
1651165363200	KEYSTONE RESOURCES, INC.	Julie Irvin	julie@keystonereresources.com	713-874-0162
1680587879600	CTK INVESTMENT & TRAINING, LLC	Director/Catherine Agada Aniebonam	ngani1@hotmail.com	214-441-3556
1711014819800	EMPOWERMENT CONCEPTS, LLC	Nancy J. Hadley	nancy.hadley@empconcepts.com	325-374-7927
1731727132200	ENTERA & PARTNERS LLC	DEBORAH J. LEVERETT	DLEVERETT@ENTERAPARTNERS.COM	512-873-8500
1742237532300	RESEARCH ANALYSIS AND MAINTENANCE, INC	Ken Hill	hillk@ramincorp.com	915-592-7047
1742532120900	HICKS & COMPANY, ENVIRONMENTAL/	Pres./Sandra E. Hicks	hicks@hicksenv.com	512-478-0858
1742632901100	ELITE PERSONNEL CONSULTANTS INC	Wendy Chance	wendysc@HRnetConnection.com	512-454-9561
1742646897500	BRIGHTLEAF GROUP, INC.	Jane Scott	jane.scott@brightleafgroup.com	512-795-8900
1742685357200	BETSY HALL BENDER, ATTORNEY AT LAW	BETSY HALL BENDER/OWNER	bhb@swbell.net	512-346-7292
1742691960500	GRISSOM & ASSOCIATES, INC.	PRESIDENT/JOENE GRISSOM	jgrissom1@aol.com	512-346-8082
1742693586600	BARR & BARR COMMUNICATION CONSULTANTS	Owner / NORMA BARR	NORMA@BARR-BARR.COM	512-255-4767
1742699266900	AMERICAN INTERNATIONAL TRANSLATORS	SANDRA CHADA	aitranslators@aol.com	512-892-6244
1742723942500	COOPER CONSULTING COMPANY	Melynda Caudle	melyndacaudle@cooperconsulting.com	512-527-1000
1742751248200	AQENA, INC.	QENA MCCARTY	qmccarty@aqena.com	512-699-1639
1742756644700	DOTT PROFESSIONAL & TECHNICAL SERVICES	CRISTINA FELDOTT	cristina@dottpt.com	512-619-9087
1742765222100	THE MCDONALD CONSULTING GROUP, INC.	CEO/CTO-MARY MCDONALD	info@mcdcg.com	512-280-7175

**Class 924, Education/Training Services – Item 16: Course Development Services, Instructional/Training**

1742782963900	STRATEGIC PARTNERSHIPS, INC.	Kirk Yoshida	kyoshida@spartnerships.com	512-531-3900
1742861021000	OAK HILL TECHNOLOGY INC.	REIGH GROSZ	sharvey@OAKHILLTECH.COM	512-288-0008
1742884915600	TECHNIQUES TECHNICAL WRITING &	President/Teresa H. Peitrowski	thp@techniques-satx.com	830-980-5455
1742931145300	TROSTLE & ASSOCIATES, LTD	CAROL TROSTLE	CAROL@TROSTLE.COM	210-492-1887
1742993830500	GLOBAL TRAIN, INC.	EVELYN BAKER	evelynbaker@global-train.com	512-329-9961
1742994685200	H2O PARTNERS, INC.	PRES./JO ANN HOWARD	jane@h2opartnersusa.com	888-328-4151
1743014097400	PROFOUND KNOWLEDGE PRODUCTS INCORPORATED	Jane Norman	janen@pkpinc.com	512-864-9246
1743233211600	CUTRIGHT COMMUNICATIONS, L.L.C.	President/Judith L. Cutright	cutrightc@aol.com	361-225-1234
1751699736200	CAREER DESIGN ASSOCIATES, INC.	Pres./Helen Harkermna, PhD.	options@career-design.com	972-278-4701
1752082975900	NODUS, INC.	Debra Waggoner	debbie@nodusinc.com	940-627-9163
1752449053300	CHEM CHEK, INC.	Lori Bauske	lbauske@chemchekinc.com	972-918-9300
1752516742900	BEACON TRAINING SERVICES, INC.	President/Diana Stein	diana@beacontraining.com	972-404-0069
1752702336400	L&D INNOVATORS INC	Dorothy Young	dorothy.young@ldinnovators.com	877-275-4349
1752715646100	THE TAF GROUP, L.L.C.	Owner/LETTA R. DAY	lrday@amaonline.com	806-356-0404
1752893984000	A. MILLER CONSULTING SERVICES, INC.	Tina Williams	twilliams@mcs.biz	972-580-0812
1752910732200	MMC GROUP, L.P.	Pamela J Young	pyoung@mmcgrp.com	972-893-0100
1752937908700	ENVIRONMENTAL TRAINERS, INC.	Amanda K. Breitling	amanda@breitlingconsulting.com	817-339-2554
1753094983700	RESOURCE INTEGRATORS LLC	Audra Launey	alauney@resourceintegrators.com	512-425-0975
1760455652600	STETSON AND ASSOCIATES, INC.	Stetson, Francis	pwilliams@stetsonassociates.com	281-440-4220
1760473651600	COMPUTRAIN BUSINESS SOLUTIONS, LTD.	Mark T. Skol	m skol@computrain.com	713-349-9186
1760528392200	SHEA WRITING AND TRAINING SOLUTIONS INC	Shea, Evalyn	info@sheaws.com	832-523-6695
1760531168100	INTEGRITY INTERNATIONAL INC.	Deborah Clifton	dclifton@go-integrity.com	281-955-0707
1760607300900	JILL HICKMAN COMPANIES	Hickman, Jill	jill@jillhickman.com	281-358-8580
1770710996700	FIRECAT STUDIO, LLC	CEO/Susan Price	susan@firecatstudio.com	210-320-2391
1800204726600	PRINCIPAL SOLUTIONS, INC.	Pres./Dr. Margaret Cain	margaretc@hot.rr.com	254-495-8455
1810817185300	ILLUMINATE VIDEO, LLC	Rachel Bays	rachel@illuminatevideo.com	281-216-3026
1810952859800	FLYING TRUNKS LLC	Erlinda Cortez	cortez.erlinda.l@gmail.com	210-535-4652
1830463606300	VENTANA SOLUTIONS INC.	Judy Abene	judyabenc@ventanaitsolutions.com	972-919-6168
1900041824400	MEDIA RIDERS, INC.	Erika Mccreaken	emcreaken@mediariders.com	832-533-3313
1900424879500	TEC SOLUTIONS, INC.	Pres./Dede W. Brown	sales@tecsolutions.us	281-391-7747
1900644332900	RESCUE SAFETY PRODUCTS, L.L.C.	Cathy Brown	cbrown@ambulancesimulator.com	800-481-4490
1900778470500	CHARACTEROLOGY COMPASS	Julie Chancler	juliechancler@usa.net	281-813-1614
1912158507900	VIGNON CORPORATION	Kathy Blanck	kathy.blanck@vignon.com	888-415-1556

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1273048849600	TRAINING SOLUTIONS & ASSOCIATES	Owner/SaWanna Cannon	Trainsolutions234@att.net	210-227-8722
1273280086200	ENTIGIC CONSULTING, LLC.	Owner/Cathy Briggs-Mamele	cat@entigicconsulting.com	210-710-4016
1273985457300	VRJ & ASSOCIATES, LLC	Vanesia R, Johnson	vrjassociates@hotmail.com	832-429-6965
1274394480800	NEW RENEWABLE ENERGY TECHNOLOGIES LLC	Phil Fosso	fossop@asme.org	972-363-3204
1274846067700	JOHNSON ADVANTEDGE INSTITUTE, LLC	Janice M. Johnson	janice.johnson@freembb.com	213-373-3622
1320201600500	TEI PROGRAM/CONSTRUCTION	THOMAS TRAINER	TTRAINER@TEICONSTRUCTION.COM	214-760-1966
1331012892400	EPRO LLC	Robert Whitaker	robert.whitaker1@eprollc.com	409-965-9695
1331153997000	MPACT STRATEGIC CONSULTING LLC	Spurgeon Robinson	srobinson@mpact-consulting.com	713-570-6240
1451622586000	TONI J. ENTERPRISES, LLC	Katrecia A. Johnson	trecie@supergeekit.com	281-409-3679
1453858181100	J MATHEWS LLC	Janet Mathews	jmathews@jefferson-usa.com	281-286-4000
1454811202900	NQ SOLUTIONS INC	Tinuade Osunrinade	tinuade1@gmail.com	281-616-5220
1454964276800	TATES CONTRACTING, LLC	Johnny Yates/President	dcheriseperson@tatescontracting.com	713-722-0577
1460700578300	SAMS CONTRACTING CONSULTING AND TRAINING	Aaron Sams	aaron@samscc.com	210-788-1034
1460798430000	DL CONSTRUCTION LP, LLP.	dlconstruction,lp llp	bids@dlconstructionllp.com	817-999-0379
1460870765000	KMR CONSULTS AND INVESTIGATIONS	Kenneth M. Riley	kriley@thekmrfirm.com	210-681-4474
1461034345200	VESTEDIN AGING CONSULTING GROUP, LLC	Bridget Samuel	bridget@vestedinaging.com	713-568-5045
1461091684400	ADAPTIVE & EFFICIENT DESIGN SERVICES, LL	Tasha McCarter	tmccarter@ae-designservices.com	512-765-5617
1461785725600	GLOBEX INDUSTRIES GROUP, LLC	MICHAEL J. ANDERSSON	MJANDERSSON@GLOBEXINDGROUP.COM	732-470-8841
1462085042100	VANESSA M. JOHNSON, CPA, LLC	Vanessa Johnson	vanessa@vmjohnsoncpa.com	832-390-2639
1462311841200	MSRCE-MATERIALS SCIENCE RESEARCH	JAMES H. HOWARD	JHOWARD5420@YAHOO.COM	915-581-9888
1462480773200	MCNEIL MANAGEMENT AND TECHNICAL	Ira L. McNeil	ira.mcneil@ymail.com	281-381-0813
1462868776700	DG JACKSON, CPA PLLC	Donna Jackson	donna@dgjacksoncpa.com	281-402-6650
1463836072800	707 MANAGMENT LLC	Managing Director/Howard T. Johnson	hojo@70llc.com	281-726-1028

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1464811642500	NIA HOLDINGS LLC	Ijeoma Nwankwo	ijenwankwo@niaholdingsllc.com	972-984-6113
1465687776900	HIVE	Raoul Daniels	consultants.hive@gmail.com	512-584-9707
1471093000000	BREAKTHRU GLOBAL VENTURES LLC	Michael Parrott	michael.parrott@breakthruventures.com	571-438-3310
1472635473200	LISASERVES LLC	Lisa Fritsch	Lisa@lisaserves.com	512-560-0060
1472921170700	CONSTRUCTION DIVERSITY GROUP	Steven N. Hadley II	shadley@cdgroup.us	832-527-6861
1473537578500	THE ALLEN CPA FIRM, PLLC	Robert Allen	robert@theallencpafirm.com	713-489-7575
1510606674700	LACEY NEWDAY CONSULTING, LLC	Principal/Sidney E. Lacey	slacey@LNCHouston.com	713-446-5970
1562578752600	THE SITHE GROUP LLC	Owner/Theodore Sims	thesithgroup@yahoo.com	713-218-0211
1651308543700	MARGIE O. OYEDEPO, CPA	Margie O. Oyedepo	margie@oyedepocpa.com	281-313-1884
1710997729200	CONSULTING SOLUTIONS.NET	MICHAEL BROWN	mbrowncsn@sbcglobal.net	512-502-9990
1721219070000	DKJ GROUP, INC.	PRESIDENT/DARWIN K. JOHNSON	darkay@aol.com	214-334-7493
1742618652800	ROBIN R. SMITH, CPA	ROBIN R. SMITH, CPA	robin@rrsmithcpa.com	512-496-7171
1752443681700	SSP CONSULTING, L.C.	Calvin Stephens	sspc@msn.com	214-220-9098
1752676592400	THOTH SOLUTIONS INC.	Kasey Thomas	thoth@thothsolutions.com	972-332-3478
1752822941600	BUILDING INSPECTION SERVICES INC.	GM/LAURA DURIO-MADDOX	lauradm@bisinspect.com	817-265-4963
1752846765100	ALLIANCE GEOTECHNICAL GROUP, INC.	President/Robert Nance	robertpnance@aggengr.com	972-444-8889
1752857460500	E QUALITY CORPORATION	Mickie Scott	mickie_scott@e-qacorp.com	469-323-6582
1752901786900	EJES, INC.	Edwin Jones	ejones@ejesinc.com	214-343-1210
1753095707900	ALL POINTS INSPECTION SERVICES, INC	ALAYNE J. JOHNSON	austin@apisgroup2.com	512-272-5056
1760130068800	DIVERSIFIED HEALTH CARE SYSTEMS, INC.	Dr. Bettye D. Lewis	diversifiedhcs@sbcglobal.net	713-526-3482
1760366630000	ADVANCETECH SYSTEMS 2 INC	TERRY GOMES	tgomes@advancetechsystems.com	713-777-7878
1760390976700	JAYMARK ENGINEERING CORPORATION	Mark D. Taylor.	mdt@jaymarkengineering.com	281-374-0399
1760401369200	METRO PEST COMPANY, INC.	PRESIDENT / CRYSTALL LEE	metpesco@aol.com	281-440-8114

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1760457613600	BRIAN SMITH CONSTRUCTION INSPECTION, INC	Brian G. Smith	bgsmith.bsci@yahoo.com	713-529-4949
1760488832500	MCCONNELL & JONES LLP	Ira Wayne McConnell	info@mjlm.com	713-968-1600
1760500198500	SWAYZER ENGINEERING, INC.	Michele K. Swayzer	mkswayzer@swayzer.com	713-942-7929
1760616534200	EXCELLERATE PERFORMANCE ADVISORS	Denise Shanklin	dshanklin@excelleratepa.com	512-650-2864
1760694620400	C AND C NET ASSOCIATES, INC	CORNELL JOHNSON	engineering@candcworld.net	713-845-2532
1800319349900	HP EXECUTIVE SOLUTIONS	Dr. Shanta Proctor	shanta.proctor@gmail.com	832-510-4737
1800446986400	DIRECT LINE TO COMPLIANCE, INC.	Monica Brown Adeeko	monica.brown@dl2c.com	713-777-3522
1800453496400	IT SOLUTIONS ON DEMAND LLC	Felix Batchassi	batchassi@iodesolutions.com	512-487-1709
1811868919100	NUEMMAN LLC	Emmanuel Nuvaga	nuvaga_business@hotmail.com	214-499-5652
1861091628200	BRADLINK LLC	Helen L. Callier	helen@bradlinkllc.com	281-361-5809
1861105673200	QUICK RESPONSE SYSTEMS, INC	President/DAVID O ADEYEMO	YINKA@QRSYSTEMS.COM	972-263-9111
1900806369500	EVOSOURCE LLC	Emmitt Walton	info@evosourcenetwork.com	832-449-6784
1203482538500	SOUTH TEXAS HORIZONS LP	Derek Wright	dwright@5pe.com	210-308-8200
1208921426100	NORTH TEXAS HORIZONS LLC	Derek Wright	dwright@5pe.com	972-490-5151
1274272162900	MMT SERVICES INC	Tom Malone	tom@mmtservicesinc.com	281-769-2060
1331022308900	LEETEX CONSTRUCTION, LLC	President/Richard L. Karlos	rkarlos@leetexllc.com	214-360-4700
1454619942400	NOTE CONSULTING INC	Charlsye Lewis	lewisc@noteconsulting.com	817-210-6457
1462350871100	RED SUN INDUSTRIES LLC	Candiance Melton	candiancemelton@outlook.com	214-908-6746
1473710978600	SIMGINEERS LLC	Matthew Snead	Support@SimGINEERS.com	512-363-7676
1742993828900	RHYAN TECHNOLOGY SERVICES, LLC	Manager - Bill Rhyan	cisv@rhyan.com	512-328-8688
1141944554600	ZCORE BUSINESS SOLUTIONS, INC.	Angeline Nguyen	angelinenguyen@zcorebusiness.com	512-238-8222
1201369396000	MCINTARE & ASSOCIATES, INC.	Savanna McIntare	smcintare@aol.com	817-726-9586
1202989953600	SASTAH SOLUTIONS LLC	Bala Arumugam	bala@sastah.com	512-924-1216

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1203089555600	DURANTASOFT INC.	PRESIDENT/TULASI KOTTA	clientservices@durantasoft.com	512-576-5605
1204155833400	STATEHOUSE GROUP	Owner/MRIDUL RAHMAN	MRIDUL@STATEHOUSEGROUP.COM	512-797-1038
1205835431200	ESOLVIT INC.	Usha Boddapu	usha@esolvit.com	512-350-9564
1205925909800	CHIVAS ENGINEERING & CONSULTING, INC.	CEO/Dr. Vasant C. Ramkumar	vasant@chivascorp.com	512-217-0853
1208914843600	SEORA SOFTWARE SOLUTIONS, INC.	Vikram Parvathaneni	vikram@scub3.com	512-212-0947
1260845157600	TECHNOVISION INCORPORATED	CEO/Santosh S. Joglekar	ssj@technovision-inc.com	512-431-7901
1262046374000	ACTS 29 CONSULTING, LLC	Pres./Matthew K. Short	matt.short@acts29consulting.com	469-222-8489
1262290029300	CA (CARL AHMED) ASSOCIATES	Owner/Sorosh Ahmed	cahmed@gmail.com	214-995-7654
1263872407500	SEILEVEL	Anthony Chen	info@seilevel.com	512-527-9952
1264455394800	FLAGTREE SYSTEMS LLC	President/Gurusamy Palanichamy	palani@flagtree.com	512-692-7797
1270160843700	OPEX SOLUTIONS, INC	Martin D. Nazareth	mnazareth@opexsolutions.org	512-567-9995
1270854296900	LEETEX GROUP, LLC	David Jasso	david@leetexgroup.com	469-206-2610
1271010858500	IWEN INTERNATIONAL, INC.	President/Alice Wen	alice.wen@iweninc.com	832-755-5317
1371557885500	ROYAL TECHNOCRATS INC	Kamraan Ali	kamraan@royaltechnocrats.com	713-776-8300
1412096754300	CIVIL ASSOCIATES, INC.	President/Chi C. Dao	info@civilassociates.com	214-703-5151
1451497306500	HEALTHTEX INTERNATIONAL	John C Joe	jcjoe@healthtexintl.com	713-662-9614
1452046830800	CONVECTUS SOLUTIONS, LLC	Joanne Ung	joanne.ung@convectus.com	214-295-5517
1452444426300	REGIONAL ENGINEERING INC.	Mohammad Naeem/President/CEO	reiaustx@gmail.com	512-507-9355
1454484067200	DYNAMIC INVENTIONS LLC	Ali Zahid	zahid@din.us.com	888-982-8518
1455395432300	INTEGRITY SERVICES	Suja Christodoss	info@cleanwater4.us	817-894-1357
1460750264900	NKM CONSULTING	Noreen Khan-Mayberry	noreenmayberry@gmail.com	713-538-4374
1461348124200	STACHE & ASSOCIATES LLC	Lillie Ritter	lillie.ritter@stacheandassociates.com	713-364-6674
1462313768500	B12 CONSULTING LLC	Neena Biswas	neena@b12consulting.com	972-361-8434

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1463066353300	SPARK TEK TECHNOLOGIES LLC	Aparna kona	sparktektechnologies@gmail.com	972-556-1690
1470824626000	SAXON GLOBAL, INC.	Suman Gajavelly	gopi@saxon-global.com	972-550-9346
1471737567000	AUSTIN PUBLIC AND PRIVATE SECTOR	Edward Smith	AustinPPSC@gmail.com	512-401-3259
1471743140800	FIREBRICK CAPITAL LLC	Justin Wong	jwong@firebrickadvisory.com	512-686-6762
1473435951700	ASDL CONSULTING LLC	Anil Levi	anillevi@yahoo.com	512-731-6728
1741950778900	ASSOCIATED TESTING LABORATORIES, INC.	Jasbir Singh	jasbir@associatedtesting.com	713-748-3717
1742101213300	LLEWELYN-DAVIES SAHNI INC	Randhir Sahni	RELSNER@theldnet.com	713-850-1500
1742152819500	AVILES ENGINEERING CORPORATION	Trudy Ortwerth	tortwerth@avilesengineering.com	713-895-7645
1742528009000	HARUTUNIAN ENGINEERING INC	TAKOOHY HARUTUNIAN	ANNE@HEIWORLD.COM	512-454-2788
1742567290800	ENCOTECH ENGINEERING, INC.	Pres./Ali R Khataw	Ali.Khataw@eec-tx.com	512-338-1101
1742863362600	TERRADYNE ENGINEERING AUS INC	Zack Munstermann	zmunstermann@terradyne.com	512-252-1218
1751573816300	TERRA TESTING, LLC	PRESIDENT/DR. AJIT GOVINDAN	ajit.govindan@terra-eng.com	806-793-4767
1752777589800	THREEPDS, INC.	Trisha Mistry	tkana@threepds.com	214-222-3737
1752780873100	CITYON SYSTEMS, INC.	Pres./Preet Kumar	meena@cityonsystems.com	972-519-1673
1752869552500	4 CONSULTING, INC.	Vivek Anand	vivek@4ci-usa.com	972-333-0041
1752965505600	MINDSPHERE TECHNOLOGY GROUP, LLC	Hinson Chan	hinson.chan@mindspheretg.com	214-674-3006
1760549571600	ADVARION INCORPORATED	Trang Lauren Pham	lpham@advarion.com	713-859-8887
1760614439600	AMANI ENGINEERING INCORPORATED	PRESIDENT/ H. PRASAD KOLLURU, P.E.	pkolluru@amaniengineering.com	713-270-5700
1800341303800	SP ENGINEERING, INC.	Shaukat Khan	skhan@spengineering.us	832-867-2522
1900771409000	CIVIL URBAN ASSOCIATES, INC.	Md Mozar Islam	mmi.engineers@cuainc.com	214-380-9180
1261223276400	RJL SOLUTIONEERING	April Rossrucker	arossrucker@abbiegregg.com	480-446-8000
1464918008100	DR. D'S LEVERAGE, LLC	AARON DEWISPELARE	adewisp@gvtc.com	830-981-2357
1465735354700	TARGET POINTE CONSULTING, L.L.C.	Denise Mibly	dmmilby@targetpointeconsulting.com	832-693-8719

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1474524634900	KESPE, LLC	Kenneth E. Seiler	kespe@outlook.com	512-751-8094
1742985884200	BROADDUS & ASSOCIATES, INC.	Owner/James A. Broaddus, Ph.D., P.E.	broaddus@broaddusassociates.com	512-329-8822
1811540691200	COACH USA IT LLC	David T. Robeson Sr.	coachdtrso@gmail.com	504-909-7222
1061779767400	RECRUIT VETERANS	Kimberly Carella	kimberly.carella@recruitveterans.com	512-657-1246
1201752022700	ZANDER ENGINEERING AND CONSULTING, INC.	Pres./Martha Montemayor-Rapier, P E	martha@zander-ec.com	512-779-3459
1203231214700	NILIOR, INC.	DIRECTOR/Juan Miranda	juan.miranda@nilior.com	512-879-1234
1205476566900	SPIRE CONSULTING GROUP, LLC	Anthony Gonzales	anthonyg@spirecg.com	512-637-0845
1208257917300	TOTEM LLC	Jose L. Ceballos	jose@totemstrategies.com	956-337-7058
1261507795000	PEREZ PROJECT CONSULTING, INC.	Gabriel Perez	gperez@ppcprojects.com	210-732-2800
1263333529900	FALCONA MANAGEMENT & TECHNOLOGY, L.L.C	Owner/John Anthony F. Ayala	falcona.management@gmail.com	210-704-1486
1263723625300	A3 SOLUTIONS INCORPORATED	Maria D. Del Valle	lola@a3-inc.com	972-247-4100
1264047786000	JRB ENGINEERING, LLC	Eric Garcia	egarcia@jrbengineering.com	214-678-0022
1264779532200	LCCX, LLC DBA LACKEY DE CARVAJAL CX	Pres./Michael W. Lackey	mwlackey@lc-cx.com	210-705-3735
1270412663500	THERESA MORENO COMMUNICATIONS	Theresa Moreno	theresamoreno@austin.rr.com	512-431-0084
1273545090500	AGAPE GRACE, LLC	Timoteo Garza	timoteo.garza@agapecgracellc.com	832-883-0168
1273903325100	E-LAB DATA CONSULTANTS	CEO/Rebecca Duty	rduty@e-labdc.com	832-364-0173
1300204596400	LIVEWARE, INC.	VIVIANA RUBINSTEIN	viviana.rubinstein@liveware.com	512-420-8747
1371474591900	MODA INTERNATIONAL INC.	Dr. Joaquin Paez	joaquin@jpmoda.com	512-306-8221
1412227690100	INTEGRATIVE CONSULTING SOLUTIONS LLC	Jose Tollinchi	jose@iconsultingllc.com	915-309-7429
1432072424900	ARREDONDO, ZEPEDA & BRUNZ, LLC	P/Alfonso P Garza	agarza@azb-engrs.com	214-341-9900
1453307568600	R2M ENGINEERING, LLC	John E. Rantz	jrantz@r2meng.com	806-783-9944
1461226110800	RODRIGUEZ ENGINEERING LABORATORIES LLC	Oscar Rodriguez	rodriguezlab@aol.com	512-251-4454
1461509122100	ASPELL SERVICES INC.	Denise D Aspell	deedee@aspell.com	210-445-8425

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1462532955300	ROSE ENGINEERING & CONSULTING, LLC	Hilario Rosario	larryrosario@roseengineers.com	832-437-8768
1462990285000	FIVE TOES LLC	OMAR A. AVILA	omaravila85@hotmail.com	956-455-0202
1464856943300	CONSTRUCT-ASSURANCE, INC.	Cesar Hernandez	cesar@construct-assurance.com	830-632-6088
1471497845000	VASQUEZ IT CONSULTING, LLC	Derek Vasquez	derek@vasquezit.com	210-685-6892
1472492867700	ARYO ENTERPRISES, L.L.C.	ARNOLD BENAVIDEZ	ab@aryoenterprisesllc.com	210-451-8404
1472982676900	MKD SOLUTIONS LLC	Mario Davila	mdavila@mkdsolutionstx.com	210-701-2375
1473342172200	D&R CONSULTING GROUP	David Gonzalez	david@drcg.co	832-315-5464
1474017602000	GURI DESIGN BUILD L.L.C.	Arturo G Martin	amartin@guri-db.com	254-458-8613
1731724421200	OAG CONSULTING LLC	President/OSCAR A. GONZALEZ	OAGCONSULTINGLLC@ATT.NET	512-565-4135
1742361138700	TERRAZAS AND ASSOCIATES, INC.	Johnnie A Terrazas/President	johnnaterrazas@gmail.com	210-833-9493
1742492518200	JASMINE ENGINEERING, INC.	President/Yasaman Jasmine Azima	jasmine@jasmineengineering.com	210-227-3000
1742528044700	DK PARTNERS, P.C.	Steve Kangas	steve@dktxcpa.com	512-258-6637
1742569571900	TEXAS MGT. ASSOCIATES, INC.	Dora Mendoza	dmendoza@t-m-a.com	210-673-8422
1742577213800	SUN CITY ANALYTICAL INCORPORATED	President/LUIS ACUNA	main@scaitc.com	915-533-8840
1742578279800	DYNATEC SCIENTIFIC LABORATORIES, INC.	Pres./RUDOLFO PINA	dynatec@sbcglobal.net	915-849-1322
1742742174200	MIRELES TECHNOLOGIES, INC.	Pres./Martha A. Mireles	mirelestech@live.com	210-557-1456
1742766150300	VARGAS, P.C.	President/Arturo Vargas	avargas@vargascpa.com	915-351-7900
1742766655100	ENCON INTERNATIONAL, INC.	Alex Woelper	encon.admin@enconinternational.com	915-833-3740
1742855985400	CONSTRUCTION & ENVIRONMENTAL	Pres./ALEC FELHABER	alecf@cecienvironmental.com	915-544-1985
1742868098100	ABDELADIM & ASSOCIATES	Owner/RITA ABDELADIM	nadir@abdeladim.com	512-251-9252
1742882434000	WEB-HED TECHNOLOGIES, INC.	Angela Gonzales	Contracts@webheadtech.com	210-354-1661
1742902047600	TKO ADVERTISING, INC.	Raul Garza/President	jim@tkoadvertising.com	512-472-4856
1742912574700	LOPEZ ENGINEERING GROUP, INC.	President/Oscar Lopez	leg-oscar.lopez@sbcglobal.net	956-630-9880

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1742948206400	PAVETEX ENGINEERING & TESTING INC	Martha Tahmoressi	MT@PAVETEX.COM	512-894-3040
1742983941200	SAFETY SERVICES INC	CRISTINA HEANEY	CHEANEY@USSAFETYSERVICES.COM	210-687-1604
1743020456400	DATASTREAM TECHNOLOGIES, LLC	President/Betty Aguilar	baguilar@datastreamllc.net	210-892-2331
1743021134600	TECHNOLOGY CONSORTIUM, LLC	Partner/David Palacios	dpalacios@tech-consortium.com	512-417-5780
1752292199200	PARAGON PROJECT RESOURCES, INC.	President/WILLIAM CORREA	marketing@2paragon.com	214-634-7060
1752346001600	THE NELROD COMPANY	NELSON RODRIGUEZ	info@nelrod.com	817-922-9000
1752663630700	CES NETWORK SERVICES, INC.	ENRIQUE H. FLORES	cesnet@cesnetser.com	972-241-3683
1752678341400	SDS ARCHITECTURE	PRESIDENT/SERGIO DE LOS SANTOS	SDELOSSANTOS@SDSARCHITECTURE.COM	972-620-3914
1752726320000	R2 TECHNOLOGIES INC.	Carrie Martinez	rick@r2now.com	214-382-3992
1752817126100	FRANK X SPENCER & ASSOCIATES, INC.	President / Rebecca T. Spencer	bts@fxsa.com	915-533-4600
1752918306700	CARCON INDUSTRIES & CONSTRUCTION, LLC	DIANA MUNOZ	dmunoz@carconindustries.com	214-352-8515
1752947986100	D & M EDWARDS INC. DBA DAN MARCO	Paul D Edwards	danmarco1@msn.com	817-822-5767
1753138305100	STL ENGINEERS	Jay Canafax	jcanafax@stlengineers.com	214-630-3800
1760334693700	FERKAM MANAGEMENT CORPORATION	Fernando Yopez	FFYEPEZ@HOTMAIL.COM	281-446-4371
1760461926600	G & A OUTSORCING, INC	CEO/ANTONIO GRIJALVA	dvasquez@gnapartners.com	713-784-1181
1760588583300	CHICA & ASSOCIATES, INC.	Teri Wallace	twallace@chicaandassociates.com	409-833-4343
1760590821300	ATSER, L.P.	CEO/D. Fred Martinez	dfm@atser.com	281-999-9961
1760670823200	WELD SPEC, INC	Patricia Lynn Hardy	trisha.hardy@weldspecinc.com	409-751-6700
1800117812000	PMG PROJECT MANAGEMENT GROUP, LLC	Vladimir Naranjo	vladimirnaranjo@pmgunited.com	713-880-2626
1810554322900	R. MENDOZA & COMPANY, P.C.	Mging Shareholder/Rosie Mendoza	rosiem@rmendozacpa.com	512-708-1690
1811268562500	KBPI, LLC	Owner/Gerard A. Berlanga	gerard_berlanga@yahoo.com	254-217-3160
1943442384400	ADRIANA BUFORD CPA, LLC	Adriana Buford	abuford@bufordcpa.com	512-826-0626
1010782456600	GOGO CREATIVE	Owner - Lisa Gardner	lisamac@gogocreative.com	512-480-0881

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1043772864400	BOARDWALK ENTERPRISES, LLC	President/JODY NICHOLAS	JODY@BOARDWALKLLC.COM	703-675-2959
1113745643700	CREATIVE TRAINERS AND CONSULTANTS	JUDY CARNAHAN-WEBB	JUDY@JUDYCARNAHANWEBB.COM	281-493-4787
1134280998200	TEXAS TECHNOLOGY CONSULTING	CEO/Kate Connolly	kconnolly@txtcgroup.com	512-288-5300
1141843448300	MEDINA CONSULTING COMPANY, INC.	Pres./Katherine M. McGookey	kmcgokey@medinacci.com	210-694-4545
1161633203400	DEVUX PROJECT MANAGEMENT GROUP, LLC	Laura L. Russell	LLRussell@devoxpmg.com	469-422-0777
1200435792200	THE CHADWELL GROUP, LP	Cindy L. Chadwell	info@rooftechnical.com	817-496-4631
1200785549200	FOUR STAR ENVIRONMENTAL, INC.	Robin Mann, P.G.	robin.mann@fourstarenv.com	281-578-3003
1201357471500	EGS RESEARCH & CONSULTING	ESTER SMITH	egs@prismnet.com	512-467-8807
1201368188200	JAKECO CONSTRUCTION, INC.	Nicole	jacoinc@aol.com	210-745-1302
1201401275600	BERKSHIRE HATHAWAY HOMESERVICES TEXAS	MEMBER/CEO/DANA L. JENKINS	dede.jenkins@prudentialtexasrealty.com	512-483-6000
1202043935700	KNUDSON, LP	Owner/Patricia Knudson Joiner	ajurek@knudsonlp.com	713-463-8200
1202602386600	ACCESS BY DESIGN, INC.	PRESIDENT / KIMBERLY GOSS	kgoss@abyd.com	214-348-7758
1202994945500	BOWMAN ENGINEERING & CONSULTING, INC.	President/Shaina E. Bowman	shauna@bowmanengineers.com	214-303-1744
1203118627800	CAPAWARE, INC.	Pres./Eva Esparza	eesparza@capaware.com	512-323-9647
1203155877300	LRJ RESEARCH & CONSULTING	Owner/LAUREN JAHNKE	lauren@lrjconsulting.com	512-899-8844
1204784733500	FACE TO FACE INTEGRATED TECHNOLOGIES	President / Mary Iannone	maryi@facetofaceit.com	512-267-1242
1205616525600	HT STAFFING SOLUTIONS, LLC DBA	Carolyn Burgess	bids@thehtgroup.com	409-883-0384
1205872064500	DRASH CONTRACTING COMPANY LLC	President/Jill M. Drash	jdrash@drashcontracting.com	210-340-5004
1208199685700	CTS CONSOLIDATED TELECOM SERVICES LLC	Pam Faver	pfaver@ccc411.com	512-279-5950
1208602938100	CJ CONSULTING	Carol S. Gibbons	carol@cjconsultinghelp.com	210-912-8395
1260247721300	VERITY SERVICES LLC	CEO / Darla Walker	darla@GOVERITY.COM	800-526-9819
1260416242500	RESSEL & ASSOCIATES, LLC	Betty Ressel/Managing Member	betty.ressel@swbell.net	512-497-7931
1260781342000	ECL2 CONSULTING SERVICES, LLC	Lori J. Ernst	loriw@ECL2.com	469-828-5006

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1262370830700	ANA RESOURCE SOLUTIONS	Owner/Ana M. Cruz	anna-cruz1@sbcglobal.net	817-944-4809
1263308924300	FIREFLY CONSULTING LLC	Kimberly Watson-Hemphill	kimberly@firefly-consulting.com	800-381-2354
1263777242200	DARBY CONSULTING, LLC	Shelia Darby	sheliadarby@darbyconsulting.com	832-516-6072
1263971508000	PANTHEON ENGINEERING, LLC	Logan Palmenberg	logan.palmenberg@pantheoneng.com	832-978-0614
1264518758900	SHIELD ENGINEERING GROUP, PLLC	CEO/JEAN-MARIE ALEXANDER	info@segpllc.com	817-810-0696
1270161586100	ECOE SOLUTIONS, LLC	Cromwell, Renee	renee@ecoelutions.com	281-773-4142
1270228767800	THE BONNER GROUP	Owner Principal/Margaret G. Bonner	margaret@thebonnergroun.com	214-559-2612
1271616643900	TERRA RIGHT OF WAY SERVICES LLC	Janith Marsell/Owner	janmarsell@att.net	817-713-3513
1271701281400	LUMINARA CONSULTING INC	Rosemary Holly	rosemary.holly@luminaraconsulting.com	512-680-6069
1272443803600	CATALYST ADVISORS, LLC	Colleen Contreras	colleen.contreras@cadvisorsllc.com	301-529-2940
1272798227900	EMCARE CONSULTING LLC	Elaine Watson Flanagan	emcareconsultingllc@gmail.com	469-360-3772
1274483079000	SYNERGY INSPECTIONS & TESTING, INC.	Julie A Lester	jlester@synergyinspections.com	817-733-7648
1320166239500	COST ESTIMATE RESOURCES, LLC	Owner/Penny R. Garner	prgarner@costestresources.com	210-651-1133
1331039426000	C & T INFORMATION TECHNOLOGY,	PRES.SHANNON CONWAY-GRICE	sales@candttech.com	512-610-0040
1364480784700	OMEGA POINT INTERNATIONAL, INC.	Stephanie Nestlerode	snestlerode@omegapoint.net	512-925-1360
1452467031300	I AM SAFETY	Lynda J Coker	lynda@iamsafetytx.com	832-715-0375
1452777845100	ALERO SOFT, LLC	David Mortellaro	david@alerosoft.com	512-773-5590
1453710445800	MANAGED GOVERNANCE LLC	barbara N. Priesnitz	bpriesnitz@managedgovernance.com	512-786-6497
1453756258000	QUALITY PRINCIPLES	Anita McReynolds-Lidbury	anita@quality-principles.com	972-679-4186
1454613582400	INTELLIGENT SYSTEM SUPPORT, LLC	Amy Ballinger	amy@intelligentsystemsupport.com	512-820-6650
1460675976000	POWER CONSULTING AND SEARCH LLC	Melinda Le-Compte	melinda@powerconsultingandsearch.com	512-763-4672
1462138371100	IMPERA CONSULTING LLC	Owner/Therese Conner	terri@imperaconsulting.com	512-257-0266
1462262772800	LYNCH LAW FIRM, PLLC	Natalie Lynch	nlynch@lynchlf.com	512-298-2346

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1465033641600	C-THRU SOLUTIONS	Susan Lynn	susan.lynn@c-thrusolutions.com	512-333-1480
1471291272500	NEED QA INC.	Jonette James	jonette@needqa.com	512-387-0780
1471347877500	MILLBURY GROUP LLC	Carleta A Miller	CAMTX1@wildblue.net	830-612-2293
1471354523500	A&E HOUSING ENTERPRISES, LLC	Judith Paciocco	judy Paciocco@gmail.com	512-587-5839
1471777930100	ELEMENTAL TEXT LLC	Heather Stettler	hstettler@elementaltext.com	512-662-1125
1474688139100	LONGHORN SAFETY SOLUTIONS	Melissa Gresham	melissa@longhornsafety.solutions	469-400-5274
1475175022600	ABSOLUTE FACILITY SOLUTIONS, LLC	Patrick Lynass	plynass@absolute-fs.com	800-527-4135
1510458047500	HEALTH FACILITY SOLUTIONS COMPANY	Mike Podojil	mike@hfscompany.com	210-881-9714
1510552206200	CARIDAS CONSULTING GROUP	Evangeline Caridas	ecaridas@flowmanagement.net	713-629-5692
1611669791900	CHK ENTERPRISES, LLC	Edwina Carrington	edwina.carrington@reznickgroup.com	512-797-4493
1721093774800	SAURAGE RESEARCH, INC.	Pres./SUSAN SAURAGE-ALTENLOH	ssaurage@saurageresearch.com	713-526-2415
1721352192900	INCONTROL TECHNOLOGIES, INC.	Angela Marcon	amarcon@incontroltech.com	281-580-8892
1731727132200	ENTERA & PARTNERS LLC	DEBORAH J. LEVERETT	DLEVERETT@ENTERAPARTNERS.COM	512-873-8500
1742589383500	MEDICAL AUDIT CONSULTANTS, INC.	Elaine Munoz	medaudit@s	MEDAUDIT@SBCGLOBAL.NET
1742595073400	TITUS ELECTRICAL CONTRACTING, LP	Shelly K. Runyan	marketing@teamtitus.com	512-339-1111
1742646897500	BRIGHTLEAF GROUP, INC.	Jane Scott	jane.scott@brightleafgroup.com	512-795-8900
1742715594400	GREINER CONSULTING	LEIGH GREINER	GreinerCon@aol.com	512-892-6907
1742723942500	COOPER CONSULTING COMPANY	Melynda Caudle	melyndacaudle@cooperconsulting.com	512-527-1000
1742749884900	BLAKEMAN AND ASSOCIATES	Pres/Linda Valigura Williams	linda@blakemanandassociates.com	936-582-2900
1742756644700	DOTT PROFESSIONAL & TECHNICAL SERVICES	CRISTINA FELDOTT	cristina@dottpt.com	512-619-9087
1742765222100	THE MCDONALD CONSULTING GROUP, INC.	CEO/CTO-MARY MCDONALD	info@mcdcg.com	512-280-7175
1742767910900	IPSO FACTO CONSULTING, INC.	President/Gretchen Singh	INFO@IPSOFACTO.COM	512-372-9880
1742851432100	ALLIANCE-TEXAS ENGINEERING CO.	CEO/GAYLE HEATH	gheath@emailatg.com	512-821-2081

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1742861021000	OAK HILL TECHNOLOGY INC.	REIGH GROSZ	sharvey@OAKHILLTECH.COM	512-288-0008
1742891838100	HIRE PRODUCTIVITY, INC.	Pres./Karen S Hoffman	karen@hirepros.com	512-342-0055
1742935675500	TPMG	SHANNON BRIGGS	shannon@tpmgov.com	512-680-8708
1742937448500	AVAIL SOLUTIONS, INC.	Pres./JANIE HARWOOD	jharwood@availsolutionsinc.com	361-808-7901
1742966965200	MARTHA FERRERO JUCH P E INC	MARTHA JUCH		512-310-2700
1742984561700	QA CONSULTING, INC.	President, Anne Wilson	awilson@qaconsutlinginc.com	512-328-9404
1742992728200	AVERY ENVIRONMENTAL SERVICES, INC.	CEO/Jeff Jumonville	jj@averyenvironmental.com	512-658-8685
1743002392300	E W CONSULTING, INC	Kathleen Costello	kmcostello@ewtexas.com	512-467-2922
1743012825001	MORNINGSIDE RESEARCH AND CONSULTING, INC	President / Shari Holland	sholland@morningsideresearch.com	512-302-4413
1743014097400	PROFOUND KNOWLEDGE PRODUCTS INCORPORATED	Jane Norman	janen@pkpinc.com	512-864-9246
1743018553200	AUSTIN TEST, INC. DBA BRIDGE 360	CEO/Brenda Hall	brenda_hall@bridge360.com	512-837-8798
1743024945200	TEAM INTEGRATED ENGINEERING, INC	Michele Williams	mwilliams@team-ie.com	210-341-4316
1751533409600	PURDY-MCGUIRE INCORPORATED	CEO/CFODIANNE FLETCHER	dfletcher@purdy-mcguire.com	972-239-5357
1752313351400	ARNOLD AND ASSOCIATES, INC.	President/Wendy L. Kelleher	wkelleher@elarnoldandassociates.com	972-991-1144
1752367733800	SYSTEMWARE PROFESSIONAL SERVICES, INC.	Todd Hunter	todd.hunter@systemwareps.com	972-239-0200
1752425449100	USA CONSULTING, INC.	Jessica Hartley	jhartley@usaci.com	972-673-0333
1752435999300	CREDIT SYSTEMS INTERNATIONAL, INC.	Darlene Mead	darlene@creditsystemsintl.com	817-496-6800
1752437793800	ANALYTICAL FOOD LABORATORIES, INC.	President/REBECCA PFUNDHELLER	becky@aflltexas.com	972-336-0336
1752653115100	CURTIS GROUP ARCHITECTURE, LLC	Gloria Curtis/Manager	knickels@curtisgrouparchitects.com	214-378-9810
1752938872400	STEEL INSPECTORS OF TEXAS, INC.	Tiphony Hulsey	tiphony@steelinspectorsoftexas.com	817-246-8096
1752944186100	GLOBE ENGINEERS, INC.	FAY SAREMI/PRESIDENT	fsaremi@globeengineers.com	972-713-3030
1752946718900	UNIMED DIRECT, LLC	CEO/Lisa Hannusch	lhannusch@unimeddirect.com	972-931-5100
1752964598200	BIZPHYX, INC.	Sue Clancy	sclancy@bizphyx.com	972-429-5560

**Class 918, Consulting Services – Item 88: Quality Assurance/Control Consulting**

1753173070700	FUTURE LINK TECHNOLOGIES, INC.	Latrice Hertzler	lhertzler@future-link.biz	512-443-4100
1753233037400	EKHP CONSULTING LLC	VP/Bill Peek	bill@ekhpconsulting.com	512-925-4541
1760104004500	LESLEY & ASSOCIATES, INC.	Patsy A. Lesley	ssteward@lesley.net	713-850-9240
1760195922800	EASTEX ENVIRONMENTAL LABORATORY, INC.	Pam P. Hickman	phickman@eastex.net	936-653-3249
1760295547200	SUNLAND GROUP, INC.	Pres./CARLA THOMPSON	cthompson@sunlandgrp.com	512-590-7951
1760344856800	DAWSON CONSULTING GROUP, INC.	Dawson,Sheryl	sdawson@dawsonconsultinggroup.com	281-451-4244
1760557694500	PALMER CONSULTING INC.	Palmer,Susan W.	palmerconsulting@yahoo.com	713-230-9774
1760621104700	INTELLIQUEST BUSINESS CONSULTANTS, INC.	CEO/Teresa M. Steeg	intellquestbusiness@yahoo.com	281-876-7333
1800215409600	THERESA BARNETT, CPA	Theresa Barnett	tbareteno1@gmail.com	214-772-5458
1800215409601	BARNETT ARETE CONSULTING	Theresa Barnett, Owner	tbareteno1@gmail.com	214-772-2548
1800591155900	BACK OFFICE FOR SOCIAL SERVICES, INC.	CEO/Jennifer Golden	jlgolden@boss-inc.biz	512-551-0491
1811899375900	NATALIE E. LEWIS, LEED AP	Natalie Lewis	natalie.lewis.leedap@gmail.com	713-398-3832
1911472534400	DYNAMIC COMPUTING SERVICES CORP.	Jennifer Young	jy@dcshq.com	512-493-9703
1943469145700	SIGNATURE SOLUTIONS LLC	Brigitte Burks	bburks@ssifirst.com	972-670-3482
1954872848400	GOALMINDS, INC.	President/Jo Condrill	jocondrill@sbcglobal.net	210-595-1340

**Class 948, Health Related Services – Item 26: Cytology Screening Services**

Vendor ID	Company Name	Contact Person	Email	Phone
1205844510200	CAREPOINT HEALTH INC.	FELIX AKOMPI	felix@carepointhealth.com	713-771-7990
1043814808100	CONSOLIDATED ENTITIES LLC	Mging Broker/ABAYOMI A. OWOLABI	realty@cosolent.com	281-265-2457
1742679094900	UNIQUEST INTERNATIONAL INC	Sandra Romero Thompson	srt@texfleet.com	512-930-9720
1264521758400	PRO HEALTH STAFFING	Ginger DeLance	ginger@pro-healthstaffing.com	713-353-8836
1742782963900	STRATEGIC PARTNERSHIPS, INC.	Kirk Yoshida	kyoshida@spartnerships.com	512-531-3900

**Class 948 Health Related Services – Item 48: Health Care Services (Not Otherwise Classified)**

Vendor ID	Company Name	Contact Person	Email	Phone
1161495125600	PARADIGM INT'L	Joyce Green	paradigm3@aol.com	469-323-1522
1161776106600	ANOINTED CARING HOMES, INC.	Nicole Wilson	nwilson@anoointedcaringhomes.com	281-861-6500
1161781450100	HARRLAND GLOBAL SUPPLY COMPANY	Marylyn Harris	sales@harrland.com	713-594-0179
1203332363000	SIERCAM HEALTHCARE SERVICES LLC	Administrator/Charlz T. Bisong	bisongct@sbcglobal.net	281-232-9990
1205844510200	CAREPOINT HEALTH INC.	FELIX AKOMPI	felix@carepointhealth.com	713-771-7990
1260632667100	CAROLYN JOYCE BARKSDALE, INC.	Victor Quiroga	vq@cjbinc.net	210-819-5834
1260842614900	CARE COMMITTERS HEALTH SERVICES, INC.	John Dubor	carecommitters@yahoo.com	281-239-2403
1261158203700	MENTAL WELLNESS SERVICES, P.C.	Pres./Rossell L. Jenkins	drjenkins@earthlink.net	281-447-9355
1262630132400	STERLING PHYSICAL THERAPY &	President & CEO/Sterling L. Carter	sterling@sterlingtherapy.com	281-240-3140
1262778112800	FAMILY RESTORATION AND ECONOMIC	OWNER/ROBIN HARRISON	wininwellness@yahoo.com	281-836-2614
1262827921300	ROSARY HOME HEALTH, INC	Rosaline I Igbokwe	rosaryhh@yahoo.com	281-600-1600
1263806893700	A HUG AWAY, INC.	Marisa Frazier	ahugawayhealthcare@yahoo.com	281-594-6837
1272092752900	HEALTH4U CLINICS, LP	Limited Partner/April Tolbert	atolbert@health4uclinic.com	817-759-2273
1272835233200	PURPLE ROSE CARE SERVICES, LLC	JOSEPH JOHNSON	purplerosecare@gmail.com	214-699-9607
1273419046000	WEST MANAGEMENT & PROFESSIONAL STAFFING	Janice M Ellison	jequeensjequeens@yahoo.com	210-260-6305
1273694748700	INFOCUS HEALTH, LLC	InFocus Health, LLC	infocushealth1@gmail.com	832-398-4119
1320378235700	INTERVENTION AND ASSESSMENT SERVICES	Kimberly Booker	kbooker@assistx.com	817-533-0823
1320383090900	CB GLOBAL SOLUTIONS, LLC	Cynthia D. Beard, RN, BSN, MPA	priorityclc@gmail.com	281-630-7227
1331098480500	THE LEARNING NETWORK, LLC	Laura Price Hayes	lcobb2000@yahoo.com	214-250-9930
1364663592300	RELIABLE COMMUNITY HOME HEALTHCARE SERVI	Joe Sanders	joesanders65@yahoo.com	832-527-8740
1383649361200	TRINICARE HOME HEALTH INC.	Administrator/Geoffrey Nzelu	trinicare@yahoo.com	972-699-8107
1383919109800	AMAZING HEARTS HOMECARE AND STAFFING LLC	Tosha Moore	toshamoore@amazingheartshas.com	817-385-7111
1421649440200	DONALD L. MOONEY ENTERPRISES, LLC., DBA:	Jennifer Larios Eddy	jlarios@nursesetc.net	210-566-9995
1452158517500	NEUROPSYCHOLOGICAL ASSOCIATES PLLC	SHAWANDA WILLIAMS-ANDERSON, PH.D.	SHWI0899@YAHOO.COM	281-890-7776
1460635850600	SIMTEMA INCORPORATED	Evelyn Jaja	ejaja@zororohealthcare.com	214-407-8158
1460700578300	SAMS CONTRACTING CONSULTING AND TRAINING	Aaron Sams	aaron@samscc.com	210-788-1034
1461022377900	ABILITY CONCEPTS LLC	Ability Concepts LLC	abilityconcepts@ymail.com	214-879-1964
1461804096900	STOVALL SENIOR SOLUTIONS INC.	Brianna Stovall	brianna.stovall@griswoldhomecare.com	972-437-8700
1462165526600	OPTIMAL SUPPLY SERVICES INC	Jacqueline Miller	optimalsupply@sbcglobal.net	713-669-0299
1462516822500	EVOLVE ANTI-AGING AND PREVENTION, PLLC	Jamie Guyden	drguyden@evolveintegrativecare.com	512-920-0440
1463229248900	LMC MED TRANSPORTATION, LLC.	Tracy Beasley	tbeasley@lmcmcdmedicaltransportation.com	800-763-1854
1463952037900	APEX DME LLC	Elwayne Johnson	ekjohnson@apexdme.com	940-498-7737
1464777374700	BRISTOW CASE MANAGEMENT, LLC	Greg Adamson	info@bristowcm.com	713-239-2399
1464922374100	APACHE MEDICAL SUPPLY, LLC	Ruthie Hebert	keithrrk@me.com	713-528-2410
1465381974900	MORNING DEW MASSAGE & WELLNESS, LLC	Sernerick Greer	sgreer@morningdewmassage.com	972-271-4636

**Class 948 Health Related Services – Item 48: Health Care Services (Not Otherwise Classified)**

1465708490200	GET2TEN CONSULTING, INC.	Anita Starks	anita@get2ten.com	210-928-3900
1471546754500	OLYMPIANEURO, L.L.C.	Kreshon Smith	ksmith@olympiaNeuro.net	713-446-1491
1471679957300	DESTINATION LIFE, LLC	ZEMELDA D. CARR	ZCARR@MYDESTINATIONLIFE.COM	817-473-1312
1472036817500	VISITING IN-HOME HEALTH	Latonia Walker	lwalker@vihhs.com	713-360-4898
1475683894300	TAJ MANAGEMENT, LLC	Varnell Johnson	vjohnson@tajmanagement.us	210-485-6126
1611566736800	SCOTT-HARRIS ASSOCIATES	Owner/Janet L. Scott-Harris	janet@scott-harrisassociates.com	214-828-0229
1611587417000	ANDRESS & ASSOCIATES	Lauri Andress	landress1@gmail.com	713-553-8192
1611717016300	OASIS MEDICAL CENTER	KEITA WARREN	KEITAWARREN@HOTMAIL.COM	832-230-0189
1721425977600	GENTLE TOUCH SERVICES, INC.	DeWanda Harris Trimiar	trimiar@gts3.net	817-289-0160
1743088947100	CPR INSTITUTE INC.	Col. Roosevelt Speed	cprinstituteinc@att.net	972-288-6177
1760540576400	QUALITY DIALYSIS ONE L.P.	CEO/CYNTHIA BARCLAY	cbarclay@qdiinc.com	281-491-4009
1760550936700	GULF COAST COMMUNITY HEALTH	CEO/Kingsley Eze Agbor	gulfcoastcomm@aol.com	281-484-2727
1760574986400	OPTIMAL IN HOME CARE INC.	JACQUELINE MILLER	optimal6992@sbcglobal.net	713-669-0299
1800144330000	HEART TO HEART PROVIDER LLC	Owner & CEO/LaTosha Rider	hearttoheart8@aol.com	214-714-1386
1800531225300	HEALTHCARE SERVICES OF AMERICA	Allan Keeton	akeeton@healthcsa.com	713-771-0081
1800718184700	AJP GROUP, LLC	Albert Price, Jr.	james.price@citovation.com	240-601-5349
1841643762400	LIFE MADE EASY HOME HEALTH LLC	Owner/Priscilla Acha	michael@lmez.com	512-459-5631
1900696267400	HANDS N HARMONY LLC	Owner/Nancy Brewington	nancybrewington@massagetherapy.com	210-566-1168
1900788290500	BRACANE COMPANY	PAMELA NELSON	PJNELSON@BRACANECO.COM	888-568-4271
1900871282000	LOVESHINE HEALTH CARE LLC	Mozelle West	loveshinehealthcareinc2012@gmail.com	281-835-9694
1383646563600	LIFEGATE HEALTHCARE SERVICES INC	STELLA AGBASI	agbasistella@yahoo.com	469-554-5482
1770649411300	CARROLL HEALTH SERVICES LLC	Karif Carroll	kc.carroll@cmgtechservices.com	281-528-6253
1264178007200	RVD ENTERPRISES LLC	David R. Dixon	david@rvdenterprises.com	972-880-5674
1452717921300	KERSH RISK MANAGEMENT LLC DBA KERSH HEAL	Brett James	bjames@kershhealth.com	800-467-3005
1262290029300	CA (CARL AHMED) ASSOCIATES	Owner/Sorosh Ahmed	cahmed@gmail.com	214-995-7654
1742464295100	MICHELE THIET, MD	MICHELE THIET	doctor@thietmd.com	210-616-0862
1760489311900	NORTHWEST NEPHROLOGY ASSOCIATES PA	DR RAMACHANDRA MALYA	RMALYA@GMAIL.COM	713-692-0518
1760612869600	SWAS - SOUTHWEST ANESTHESIA SERVICE	MAREUGENE YI	myi@swas.biz	713-263-8780
1203904526000	PROHEALTH RESOURCES, LTD., LLP	Robin P. Ritchie	rritchie@prohealthresourcesllp.com	832-615-7691
1205949606200	LAND-AIR MEDICAL TRANSPORT, INC	Donald B Egan	don@land-air.net	713-334-4000
1200931354000	ODP MANAGEMENT, LLC	Pres./Jose Rodriguez	dohhs@rgv.rr.com	956-973-9765
1261124525400	4D LABORATORY, INC.	Domenic Enriquez	dom@wellnessandhealthmatters.com	972-613-5793
1264521758400	PRO HEALTH STAFFING	Ginger DeLance	ginger@pro-healthstaffing.com	713-353-8836
1270993664000	ENVIRONMENTAL INTELLIGENCE, LLC	CEO/Frank J Rosello	frank.rosello@goeillc.com	469-285-1054
1342055326800	C & E SPECIALTIES	Owner/Cynthia V Cormier	cynthiacormier@att.net	281-550-1160
1453328565700	PROSPERITUS SOLUTIONS, LIMITED LIABILITY	Kenneth Houston	khouston@prosperitussolutions.com	210-739-3062
1454436922700	ASPIRE THERAPY SERVICES AND CONSULTANTS,	Gilbert Perales	info@aspiretherapyservices.com	210-998-2330
1461106099800	RHC RELIABLE HOME CARE INC.	Rodney R. Gonzales	reliablehomecare1@yahoo.com	281-331-3670
1461198164900	SOUTH TEXAS COUNSELING INC	Jeanette Ballesteros	sotxca@live.com	956-369-7997
1462847295400	EMPIRICAL CARE GROUP, LLC	Charles Johnson	charles@empiricalcare.com	504-228-1691
1465634814200	PRO HEART MEDICAL STAFFING AND	Ashley Pecina Garcia	info@proheartmedicalstaffing.com	361-933-5062

**Class 948 Health Related Services – Item 48: Health Care Services (Not Otherwise Classified)**

1465683208700	FOUR STAR HEALTH AND SAFETY, LLC	Charles W. Hebert	drhebert1.tie@txindeval.com	855-944-7827
1471839470400	TRUEXCELLENCEGROUP, LLC	Edilsa Wood	echu@trueexcellencestaffing.com	469-729-7717
1550797256800	FIDELITY PARTNERS MEDICAL STAFFING, LLC	Bo DePena	bo.depena@fidelitypartners.org	210-822-4005
1562373077500	HEALING ANGEL HEALTH CARE, INC.	PRES.& ADMIN/HERLINDA G. SALAZAR	HEALINGANGELINC@AOL.COM	956-447-8689
1742604600300	SUNGLO HOME HEALTH SERVICES INC	LINDA SALAZAR	Linda.Salazar@Sunglohhs.com	956-423-6100
1742679094900	UNIQUEST INTERNATIONAL INC	Sandra Romero Thompson	srt@texfleet.com	512-930-9720
1742963430000	INGENESIS, INC.	President/Veronia Edwards	veronica@ingenesis.org	210-366-0033
1752651623600	LUBBOCK ESSENTIAL HOME HEALTH CARE, INC.	Admin./Josie J. Alvarado		806-747-4229
1760339467100	CLINICAL COMMUNICATION CONSULTANTS, INC.	Diana Christiana	dianac@clinicalcom.com	281-275-4242
1760593388000	CLINICAL COMMUNICATIONS, L.P.	Principal/DIANA CHRISTIANA	dianac@clinicalcom.com	281-275-4242
1830420584400	GOOD TYPE, INC.	Blanca Lesmes	blanca@bbimaging.net	844-766-6111
1200356060900	AUDREY MUEHE, PH.D., P.C. & ASSOCIATES	President/Dr. Audrey Muehe	amuehe@mueheandassociates.com	713-628-6500
1203358395100	TONI FALCO DRYSDALE, DIETITIAN	Dietitian/TONI DRYSDALE	TDRYSDALE@PRODIGY.NET	713-818-8671
1204295194200	BILINGUISTICS, INC.	Pres./Ellen Kester	ellen.kester@bilinguistics.com	512-480-9573
1273147863700	KRISTIE ZAMRAZIL	Kristie Zamrazil	kzamrazil@sbcglobal.net	512-322-0333
1331173360700	MOBILE DENTAL MANAGEMENT, LLC	Pegeen Kramer	pegeen.kramer@gmail.com	210-569-2650
1451580591000	DEVOTED WELLNESS LLC	CEO/Angela Hansen	ahansen@devotedwellness.com	817-203-4223
1454048324600	KLARUS HOME CARE LLC.	Brenda Smith	bsmith@klarushomecare.com	817-349-9050
1463514650000	REDDY INNOVATIONS	Cathy Adams	cadams444@gmail.com	281-444-9962
1463965734600	BLUE COLLAR HEALTH	Leisa Dawn Clayton	bluecollarhealth@gmail.com	325-617-5842
1473851223600	METIS GENETICS, LLC	Amanda Elms	amanda.elms@metisgenetics.com	214-616-1851
1474926408200	SERENITY WELLNESS LLC	Meera Hoffman	Meera@SerenityWellnessTX.com	512-991-4584
1475274981300	HOME SPEECH THERAPY, PLLC	Owner/Wanda Kapaun	wkapaun@hotmail.com	361-563-8460
1562453366500	LIFE OUTFITTERS	L. PHOENIX JOHNSON	life_research_now@yahoo.com	361-894-7012
1562494342700	FRESH AIR FILTER SERVICE, INC.	Marcella Murrah	freshair@moment.net	210-872-7957
1650793875700	ELIDIA MANAGEMENT INC.	Elisabeth Bouchard	EBacupuncturist@aol.com	915-238-3540
1742632901100	ELITE PERSONNEL CONSULTANTS INC	Wendy Chance	wendysc@HRnetConnection.com	512-454-9561
1742782963900	STRATEGIC PARTNERSHIPS, INC.	Kirk Yoshida	kyoshida@spartnerships.com	512-531-3900
1742861021000	OAK HILL TECHNOLOGY INC.	REIGH GROSZ	sharvey@OAKHILLTECH.COM	512-288-0008
1742888960800	TEXAS SAFETY TESTING	Tina Grau	chirotina@yahoo.com	210-545-3903
1742891838100	HIRE PRODUCTIVITY, INC.	Pres./Karen S Hoffman	karen@hirepros.com	512-342-0055
1742902390000	HYPERION BIOTECHNOLOGY, INC.	Janel Callan	bids@hyperionbiotechnology.com	210-493-7452
1742942598000	INNOVATIVE THERAPY, P.C.	CEO/Mary L. Thomas	mt-pt4u@hotmail.com	956-994-1700
1743023725900	INFRAHEALTH, INC.	President/Priyam Sharma	finance@infrahealth.com	512-328-3535
1743170058600	BACON GLOBAL GROUP, LLC	CEO/Sheila Bacon	smbaoeon@sbcglobal.com	214-821-1347
1752040534500	ALPHA SERVICES CORPORATION	Pres./Jane Tapken	jtapken@janikingdfw.com	972-380-0800
1752484580100	COVER-TEK, INC.	Allison Patterson	allison@cover-tek.com	817-329-6900
1752667894500	CARESTAF OF DALLAS, L.P.	VICE PRES/Belinda Tips	belindat@carestaf.us	214-630-8844
1752863159500	SAGEBRUSH SOLUTIONS, L.L.C.	SALLY REAVES	sally.reaves@esagebrush.com	214-273-4302
1760331853000	MOBILE HEALTH TESTING, INC.	CEO./Frank Hawley	arogers@mobilehealthtesting.com	281-485-7030
1760615321500	DISTINGUISHED CARE SERVICES, L.L.C.	PRESIDENT/NANNETTE VALLIS	nannettevallis@charter.net	281-793-2217

**Class 948 Health Related Services – Item 48: Health Care Services (Not Otherwise Classified)**

1760700127200	ADVANCED HR SOLUTIONS, LTD.	Partner/Sharon A. Mowry	brucem@pulsestaffing.com	713-622-9877
1900757348800	CAREREVIEW, INC.	Leah Clemmons	Leah.Clemmons@Carereview.com	817-652-9800
1383980553100	SEGNIAN BH SERVICES LLC	Anita Ellen Duke	eduke@segnian.com	214-301-2992

**Class 948 Health Related Services – Item 55: Medical and Laboratory Services (Non-Physician)**

Vendor ID	Company Name	Contact Person	Email	Phone
1043814808100	CONSOLIDATED ENTITIES LLC	Mging Broker/ABAYOMI A. O	realty@cosolent.com	281-265-2457
1900254738800	NATIONWIDE TESTING SYSTEMS	Lezlie Claire Potts	lezlie@nationwidetestingsys.com	713-869-8378
1841643762400	LIFE MADE EASY HOME HEALTH LLC	Owner/Priscilla Acha	michael@lmez.com	512-459-5631
1760185414800	NURSES NIGHT & DAY, INC.	CEO/GLENA PARKINSON	glena@nn-d.com	713-529-8633
1205766150100	HARBOR ALLIANCE, INC.	PAULINE C. MARTIN	HARBORALLIANCE@SBCGLO	281-397-8740
1205844510200	CAREPOINT HEALTH INC.	FELIX AKOMPI	felix@carepointhealth.com	713-771-7990
1260632667100	CAROLYN JOYCE BARKSDALE, INC.	Victor Quiroga	vq@cjbinc.net	210-819-5834
1262630132400	STERLING PHYSICAL THERAPY &	President & CEO/Sterling L. C	sterling@sterlingtherapy.com	281-240-3140
1272092752900	HEALTH4U CLINICS, LP	Limited Partner/April Tolbert	atolbert@health4uclinic.com	817-759-2273
1273694748700	INFOCUS HEALTH, LLC	InFocus Health, LLC	infocushealth1@gmail.com	832-398-4119
1320383090900	CB GLOBAL SOLUTIONS, LLC	Cynthia D. Beard, RN, BSN, M	priorityclc@gmail.com	281-630-7227
1421649440200	DONALD L. MOONEY ENTERPRISES, LLC., DBA:	Jennifer Larios Eddy	jlarios@nursesetc.net	210-566-9995
1463229248900	LMC MED TRANSPORTATION, LLC.	Tracy Beasley	tbeasley@lmcmmedicaltransportat	800-763-1854
1463952037900	APEX DME LLC	Elwayne Johnson	ekjohnson@apexdme.com	940-498-7737
1471546754500	OLYMPIANEURO, L.L.C.	Kreshon Smith	ksmith@olympiaNeuro.net	713-446-1491
1562593862400	BACK ON TRACK PHYSICAL MEDICINE	BELLA NOBLES	MSBEA72@YAHOO.COM	281-216-4588
1611717016300	OASIS MEDICAL CENTER	KEITA WARREN	KEITAWARREN@HOTMAIL.CO	832-230-0189
1452717921300	KERSH RISK MANAGEMENT LLC DBA KERSH HEAL	Brett James	bjames@kershhealth.com	800-467-3005
1760612869600	SWAS - SOUTHWEST ANESTHESIA SERVICE	MAREUGENE YI	myi@swas.biz	713-263-8780
1752890089100	EASTSIDE CHIROPRACTIC	DAZZLE B.SHRESTHA	drshrestha@aol.com	817-457-4441
1760201231600	SOUTH COUNTY PHYSICAL THERAPY AND	TONYA CULVER	SCPT@ATT.NET	409-722-1485
1752651623600	LUBBOCK ESSENTIAL HOME HEALTH CARE, INC.	Admin./Josie J. Alvarado		806-747-4229
1742963430000	INGENESIS, INC.	President/Veronia Edwards	veronica@ingenesis.org	210-366-0033
1742742174200	MIRELES TECHNOLOGIES, INC.	Pres./Martha A. Mireles	mirelestechn@live.com	210-557-1456
1742679094900	UNIQUEST INTERNATIONAL INC	Sandra Romero Thompson	srt@texfleet.com	512-930-9720
1742578279800	DYNATEC SCIENTIFIC LABORATORIES, INC.	Pres./RUDOLFO PINA	dynatec@sbcglobal.net	915-849-1322
1261124525400	4D LABORATORY, INC.	Domenic Enriquez	dom@wellnessandhealthmatters	972-613-5793

**Class 948 Health Related Services – Item 55: Medical and Laboratory Services (Non-Physician)**

1462681980000	STRATEGY RESOURCE GROUP LLC	Irma L. Ramirez	Leticiamram@srg5.com	972-523-2098
1550797256800	FIDELITY PARTNERS MEDICAL STAFFING, LLC	Bo DePena	bo.depena@fidelitypartners.org	210-822-4005
1010916319500	LABORATORY SUPPORT ON SITE LLC	Anita Chandler	anita@laboratorysos.com	832-910-5874
1900757348800	CAREREVIEW, INC.	Leah Clemmons	Leah.Clemmons@Carereview.co	817-652-9800
1752660147500	PFORYM BUSINESS SOLUTIONS, INC.	Cheryl Benoit	cheryl_benoit@sbcglobal.net	806-781-9797
1752484580100	COVER-TEK, INC.	Allison Patterson	allison@cover-tek.com	817-329-6900
1742902390000	HYPERION BIOTECHNOLOGY, INC.	Janel Callan	bids@hyperionbiotechnology.cor	210-493-7452
1742888960800	TEXAS SAFETY TESTING	Tina Grau	chirochina@yahoo.com	210-545-3903
1742782963900	STRATEGIC PARTNERSHIPS, INC.	Kirk Yoshida	kyoshida@spartnerships.com	512-531-3900
1208143106100	RICHIE INTERESTS, INC. DBA	President/Dana M. Richie	dana@source1-solutions.com	512-918-3400
1270335043400	FAMILY CARE CLINIC OF PANHANDLE	Holly Jeffreys	hjeffreys@wtamu.edu	806-532-2273
1352303763100	ACCESS COUNSELING GROUP, INC.	CEO/Irene Little	info@accesscounselinggroup.co	972-423-8727
1451580591000	DEVOTED WELLNESS LLC	CEO/Angela Hansen	ahansen@devotedwellness.com	817-203-4223
1473851223600	METIS GENETICS, LLC	Amanda Elms	amanda.elms@metisgenetics.co	214-616-1851
1650793875700	ELIDIA MANAGEMENT INC.	Elisabeth Bouchard	EBacupuncturist@aol.com	915-238-3540
1742555085600	THE WILSON GROUP	Sec/Wilma Grupe	wgrupe@thewilsongrp.com	361-883-3535

**Class 948 Health Related Services – Item 74: Professional Medical Services (Including Physicians, Pharmacists, and All Specialties), (Including Physicians, Pharmacists and all Specialties)**

Vendor ID	Company Name	Contact Person	Email	Phone
1043814808100	CONSOLIDATED ENTITIES LLC	Mging Broker/ABAYOMI A. OWOLABI	realty@cosolent.com	281-265-2457
1205844510200	CAREPOINT HEALTH INC.	FELIX AKOMPI	felix@carepointhealth.com	713-771-7990
1260632667100	CAROLYN JOYCE BARKSDALE, INC.	Victor Quiroga	vq@cjbinc.net	210-819-5834
1261213872200	CHAPMAN COUNSELING SERVICES	LICENSED THERAPIST/JESSICA CHAPMAN	Jechapman@sw.rr.com	940-692-6400
1261976868700	PARC ENTERPRISES, INC.	Owner/Sandra Richardson	sandramarquis99@att.net	409-838-5552
1262630132400	STERLING PHYSICAL THERAPY &	President & CEO/Sterling L. Carter	sterling@sterlingtherapy.com	281-240-3140
1262827921300	ROSARY HOME HEALTH, INC	Rosaline I Igbokwe	rosaryhh@yahoo.com	281-600-1600
1272092752900	HEALTH4U CLINICS, LP	Limited Partner/April Tolbert	atolbert@health4uclinic.com	817-759-2273
1320378235700	INTERVENTION AND ASSESSMENT SERVICES	Kimberly Booker	kbooker@assistx.com	817-533-0823
1320383090900	CB GLOBAL SOLUTIONS, LLC	Cynthia D. Beard, RN, BSN, MPA	priorityclc@gmail.com	281-630-7227
1371690389600	IN HOME DENTAL CARE, PLLC	Dr Talya Mintz	talya@inhomedentalcaretexas.com	361-986-0744
1383649361200	TRINICARE HOME HEALTH INC.	Administrator/Geoffrey Nzelu	trinicare@yahoo.com	972-699-8107
1383919109800	AMAZING HEARTS HOMECARE AND STAFFING LLC	Tosha Moore	toshamoore@amazingheartshas.com	817-385-7111
1421649440200	DONALD L. MOONEY ENTERPRISES, LLC., DBA:	Jennifer Larios Eddy	jlarios@nursesetc.net	210-566-9995
1460700578300	SAMS CONTRACTING CONSULTING AND TRAINING	Aaron Sams	aaron@samsct.com	210-788-1034
1460745670500	GREATER EAST CANCER CENTER	Mutombo Kankonde	drkcancerclinic@gmail.com	915-307-3354
1462354190200	STAR LIGHT SPEECH THERAPY SERVICES, LLC	Pres./Eddwado Perkin	eddwado.perkin@yahoo.com	214-893-4398
1462516822500	EVOLVE ANTI-AGING AND PREVENTION, PLLC	Jamie Guyden	drguyden@evolveintegrativecare.com	512-920-0440
1471546754500	OLYMPIANEURO, L.L.C.	Kreshon Smith	ksmith@olympiaNeuro.net	713-446-1491
1471679957300	DESTINATION LIFE, LLC	ZEMELDA D. CARR	ZCARR@MYDESTINATIONLIFE.COM	817-473-1312
1475683894300	TAJ MANAGEMENT, LLC	Varnell Johnson	vjohnson@tajmanagement.us	210-485-6126
1611717016300	OASIS MEDICAL CENTER	KEITA WARREN	KEITAWARREN@HOTMAIL.COM	832-230-0189
1611723717800	HEARING SERVICES OF NORTH TEXAS	Owner/Naikai S. Butler, Au.D.	hearingervicesnorthtx@yahoo.com	469-438-3918
1743088947100	CPR INSTITUTE INC.	Col. Roosevelt Speed	cprinstituteinc@att.net	972-288-6177
1752668586600	ROSA'S FIRST QUALITY HOME	Balinda Antoine	balindaantoine@rosashomehealth.com	817-461-0154
1770649411300	CARROLL HEALTH SERVICES LLC	Karif Carroll	kc.carrol@cmgtechservices.com	281-528-6253
1900788290500	BRACANE COMPANY	PAMELA NELSON	PJNELSON@BRACANECO.COM	888-568-4271
1452717921300	KERSH RISK MANAGEMENT LLC DBA KERSH HEAL	Brett James	bjames@kershhealth.com	800-467-3005
1453671322600	TEXAS MEDICAL CARE, LLC	Faisal Z. Kirmani	f.kirmani@tmchealth.com	281-677-9306
1752890089100	EASTSIDE CHIROPRACTIC	DAZZLE B.SHRESTHA	drshrestha@aol.com	817-457-4441
1760489311900	NORTHWEST NEPHROLOGY ASSOCIATES PA	DR RAMACHANDRA MALYA	RMALYA@GMAIL.COM	713-692-0518

**Class 948 Health Related Services – Item 74: Professional Medical Services (Including Physicians, Pharmacists, and All Specialties), (Including Physicians, Pharmacists and all Specialties)**

1760554431500	COMPQSOFT, INC.	Madina Shaik	mshaik@compqsoft.com	281-914-4428
1760612869600	SWAS - SOUTHWEST ANESTHESIA SERVICE	MAREUGENE YI	myi@swas.biz	713-263-8780
1760623953500	SOUTHWEST ACUTE MOBILE DIALYSIS, INC.	DR RAMACHANDRA MALYA	RMALYA@GMAIL.COM	832-470-3291
1203904526000	PROHEALTH RESOURCES, LTD., LLP	Robin P. Ritchie	rritchie@prohealthresourcesllp.com	832-615-7691
1460876947800	HIGHGROUND TECHNOLOGIES INC	Ronald E. Zimmerman Jr.	Ron.Zimmerman@HighGroundTech.com	210-858-9573
1261515156500	VESA HEALTH & TECHNOLOGY, INC.	Steven Gallegos	srg@vesahealth.com	210-698-3779
1261732325300	JOHN GARCIA, MD PA	John T. Garcia	jgarciaawellness@cableone.net	432-582-3000
1264521758400	PRO HEALTH STAFFING	Ginger DeLance	ginger@pro-healthstaffing.com	713-353-8836
1274474863800	DOC-AID TELEMEDICINE SERVICES	Monica Saenz, MD	msaenz@doc-aid.com	281-712-4722
1453328565700	PROSPERITUS SOLUTIONS, LIMITED LIABILITY	Kenneth Houston	khouston@prosperitussolutions.com	210-739-3062
1454436922700	ASPIRE THERAPY SERVICES AND CONSULTANTS,	Gilbert Perales	info@aspiretherapyservices.com	210-998-2330
1462847295400	EMPIRICAL CARE GROUP, LLC	Charles Johnson	charles@empiricalcare.com	504-228-1691
1550797256800	FIDELITY PARTNERS MEDICAL STAFFING, LLC	Bo DePena	bo.depena@fidelitypartners.org	210-822-4005
1742679094900	UNIQUEST INTERNATIONAL INC	Sandra Romero Thompson	srt@texfleet.com	512-930-9720
1742963430000	INGENESIS, INC.	President/Veronia Edwards	veronica@ingenesis.org	210-366-0033
1742983941200	SAFETY SERVICES INC	CRISTINA HEANEY	CHEANEY@USSAFETYSERVICES.COM	210-687-1604
1752379311900	INJURY MANAGEMENT ORGANIZATION, INC.	Catherine Benavidez	cbenavidez@injurymanagement.com	972-387-8297
1760201231600	SOUTH COUNTY PHYSICAL THERAPY AND	TONYA CULVER	SCPT@ATT.NET	409-722-1485
1830420584400	GOOD TYPE, INC.	Blanca Lesmes	blanca@bbimaging.net	844-766-6111
1200356060900	AUDREY MUEHE, PH.D., P.C. & ASSOCIATES	President/Dr. Audrey Muehe	amuehe@mueheandassociates.com	713-628-6500
1264799729000	RAYL ENTERPRISES, INC.	Cheryl Rayl	Cheryl@Watchdog-Solutions.org	800-972-2054
1270335043400	FAMILY CARE CLINIC OF PANHANDLE	Holly Jeffreys	hjeffreys@wtamu.edu	806-532-2273
1352303763100	ACCESS COUNSELING GROUP, INC.	CEO/Irene Little	info@accesscounselinggroup.com	972-423-8727
1461866314100	DIRECTHIRE.COM LLC	Misty Cauthen	misty@directhire.com	866-388-4564
1471121669800	HIGH POINT CONSULTING, LLC	Kimberly Flasch	KIM.FLASCH@HPOINTC.COM	512-750-8161
1475274981300	HOME SPEECH THERAPY, PLLC	Owner/Wanda Kapaun	wkapaun@hotmail.com	361-563-8460
1522194178200	DAFONTE MEDICAL SERVICES, L.L.C.	Pres./BRANDEE DAFONTE	b_wiseman@att.net	281-498-3566

**Class 948 Health Related Services – Item 74: Professional Medical Services (Including Physicians, Pharmacists, and All Specialties), (Including Physicians, Pharmacists and all Specialties)**

1742511769800	SHARON L. ROGERS, PHD., A PROFESSIONAL	Theresa Bourassa	sharonrogersphd@stx.rr.com	361-882-9010
1742603729100	CENTRAL TEXAS OSTEOPATHIC MED ASSOC PA	Kelly Maedo	info@bvuc.net	979-764-2882
1742632901100	ELITE PERSONNEL CONSULTANTS INC	Wendy Chance	wendysc@HRnetConnection.com	512-454-9561
1742782963900	STRATEGIC PARTNERSHIPS, INC.	Kirk Yoshida	kyoshida@spartnerships.com	512-531-3900
1742902390000	HYPERION BIOTECHNOLOGY, INC.	Janel Callan	bids@hyperionbiotechnology.com	210-493-7452
1742942598000	INNOVATIVE THERAPY, P.C.	CEO/Mary L. Thomas	mt-pt4u@hotmail.com	956-994-1700
1752484580100	COVER-TEK, INC.	Allison Patterson	allison@cover-tek.com	817-329-6900
1752894016000	HILLSIDE FAMILY HEALTH CLINIC, P.A.	CATHY L. POWERS	cathy_drsit@hotmail.com	806-373-4010
1760329606600	PHYSICIAN RESOURCES, INC.	President/Jolyn Scheirman	pri@physicianresources.com	713-522-5355
1760413326800	INTER-MEDICAL, INC.	CEO/MARIANNE SZALAY	mszalayimi@aol.com	281-242-2167
1810638219700	THE HANNUSCH GROUP, LLC	President/Lisa Hannusch	lhannusch@unimeddirect.com	972-931-5100
1900757348800	CAREREVIEW, INC.	Leah Clemmons	Leah.Clemmons@Carereview.com	817-652-9800

**APPENDIX I: Certifications and Other Required Forms**

- Form 1: [Child Support Certification \(PDF\)](#)
- Form 2: [Debarment, Suspension, Ineligibility, ... Certification \(PDF\)](#)
- Form 3: [Federal Lobbying Certification \(PDF\)](#)
- Form 4: [Required Certifications \(PDF\)](#)
- Form 5: [Respondent Information and Disclosures \(PDF\)](#)
- Form 6: [Anti-Trust Certification \(DOC\)](#)
- Form 7: [HUB Subcontracting Plan \(HSP\)](#)
- Form 8: [Security and Privacy Initial Inquiry \(SPI\)](#)



**State of Texas**  
**Health & Human Services Commission**  
**Child Support Certification**

**I.**

**Section 231.006, Texas Family Code, as amended by Section 82 of House Bill No. 433, 74th Regular Legislative Session (Acts 1995, 74th Leg., R.S., ch. 751), prohibits the payment of state funds under a grant, contract, or loan to**

- a person who is more than 30 days delinquent in the payment of child support, and
- a business entity in which such a person is the sole proprietor, partner, shareholder or owner with an ownership interest of at least 25%.

**Section 231.006 further provides that a person or business entity that is ineligible to receive payments for the reasons stated above shall continue to be ineligible to receive payments from the state under a contract, grant, or loan until**

- all arrearages have been paid, or
- the person is in compliance with a written repayment agreement or court order as to any existing delinquency.

**Section 231.006 further requires each bid, or application for a contract, grant, or loan to include**

- the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application, and
- the statement in Part III below.

**Section 231.006 authorizes a state agency to terminate a contract if it determines that statement required below is inaccurate or false. In the event the statement is determined to be false, the vendor is liable to the state for attorney's fees, costs necessary to complete the contract [including the cost of advertising and awarding a second contract], and any other damages provided by law or contract.**

**II.**

In accordance with Section 231.006, the names and social security numbers of the individual identified in the contract, bid, or application, or of each person with a minimum 25% ownership interest in the business entity identified therein are provided below.

**Name**

**Social Security #**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III.**

As required by Section 231.006, the undersigned certifies the following:

***"Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment, and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."***

**Signature**

**Title**

**Printed Name**

**Date**

**CERTIFICATION**  
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Federal Executive Orders 12549 and 12689 require the Texas Health and Human Services Commission (HHSC) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the HHSC may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the HHSC, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract? ..... ☐ Yes ☐ No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the HHSC may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

Indicate in the appropriate box which statement applies to the covered potential contractor:

- ☐ The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- ☐ The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Potential Contractor	Vendor ID No. or Social Security No.	HHSC Contract No. (if applicable)
------------------------------	--------------------------------------	-----------------------------------

Printed/Typed Name and Title of Authorized Representative

Signature of Authorize Representative

Date

**CERTIFICATION**  
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

**DEFINITIONS**

**Covered Contracts/Subcontract.**

- (1) Any nonprocurement transaction which involves federal funds (regardless of amount and including such arrangements as subgrant and are between HHSC or its agents and another entity.
- (2) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$25,000) under a grant or subgrant.
- (3) Any procurement contract for goods or services between a participant and a person under a covered grant, subgrant, contract or subcontract, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction:
  - a. Principal investigators.
  - b. Providers of audit services required by the HHSC or federal funding source.
  - c. Researchers.

**Debarment.** An action taken by a debarring official in accordance with 45 CFR Part 76 (or comparable federal regulations) to exclude a person from participating in covered contracts. A person so excluded is "debarred".

**Grant.** An award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by the federal government to an eligible grantee.

**Ineligible.** Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549 and its agency implementing regulations; for example, excluded pursuant to the Davis-Bacon Act and its implement regulations, the equal employment opportunity acts and executive orders, or the environmental protection acts and executive orders. A person is ineligible where the determination of ineligibility affects such person's eligibility to participate in more than one covered transaction.

**Participant.** Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered contract. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered contract as an agent or representative of another participant.

**Person.** Any individual, corporation, partnership, association, unit of government, or legal entity, however organized, except: foreign governments or foreign governmental entities, public international organizations, foreign government owned (in whole or in part) or controlled entities, and entities consisting wholly or partially of foreign governments or foreign governmental entities.

**Principal.** Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has a critical influence on or substantive control over a covered contract whether or not the person is employed by the participant. Persons who have a critical influence on or substantive control over a covered transaction are:

- (1) Principal investigators.
- (2) Providers of audit services required by the HHSC or federal funding source.
- (3) Researchers.

**Proposal.** A solicited or unsolicited bid, application, request, invitation to consider or similar communication by or on behalf of a person seeking to receive a covered contract.

**Suspension.** An action taken by a suspending official in accordance with 45 CFR Part 76 (or comparable federal regulations) that immediately excludes a person from participating in covered contracts for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue. A person so excluded is "suspended".

**Voluntary exclusion or voluntarily excluded.** A status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

**CERTIFICATION REGARDING FEDERAL LOBBYING**  
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

**PREAMBLE**

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances and defines terms:

**Covered Awards and Subawards**--Contracts, grants, and cooperative agreements over the \$100,000 threshold need (1) certifications, and (2) disclosures, if required. (See certification term number 2 concerning disclosure.)

**Lobbying**--To lobby means "to influence or attempt to influence an officer or employee of any agency (federal), a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any of the following covered federal actions:

- the awarding of any federal contract,
- the making of any federal grant,
- the making of any federal loan,
- the entering into of any cooperative agreement, and
- the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement".

**Limited Use of Appropriated Funds Not Prohibited**--The prohibition on using appropriated funds does not apply to activities by one's own employees with respect to:

- liaison activities with federal agencies and Congress not directly related to a covered federal action;
- providing any information specifically requested by a federal agency or Congress;
- discussion and/or demonstration of products or services if not related to a specific solicitation or a covered action; or
- professional and technical services in preparing, submitting or negotiating any bid, proposal or application for a federal contract, grant loan or cooperative agreement or for meeting legal requirements conditional to receipt of any federal contract, grant, loan or cooperative agreement. (The prohibition also does not apply to such services provided by nonemployees for the same purposes.)

**Professional and Technical Services**--Professional and technical services shall be advice and analysis directly applying any professional or technical expertise. Note that the professional and technical services exemption is specifically limited to the merits of the matter.

**Other Allowable Activities**--The prohibition on use of federally appropriated funds does not apply to influencing activities not in connection with a specific covered federal action. These activities include those related to legislation and regulations for a program versus a specific covered federal action.

**Funds Other Than Federal Appropriations**--There is no federal restriction on the use of nonfederal funds to lobby the federal government for contracts, grants, and cooperative agreements.

**Applicability of Other State and Federal Requirements**--Neither the government-wide rule nor the law affect either (1) the applicability of cost principles in OMB circulars A-87 and A-122, or (2) riders to the Texas State Appropriations Acts which disallow use of state funds for lobbying.

**TERMS OF CERTIFICATION**

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact your Health and Human Services Commission procurement officer or contract manager to obtain a copy of Standard Form-LLL.)
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction? ..... ☐ Yes ☐ No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	HHSC Contract No. (if applicable)
---	--------------------------------------	-----------------------------------

Name of Authorized Representative (type or print)	Title
---	-------

\_\_\_\_\_  
Signature--Authorize Representative

\_\_\_\_\_  
Date

### Required Certifications

*Instructions: This form must be submitted as an attachment to the respondent's proposal, and must be signed in ink by an individual who is authorized to bind the respondent.*

By submitting a proposal, the respondent agrees and certifies the following.

1. The respondent accepts the RFP terms and conditions, including HHSC's Uniform Contract Terms and Conditions, and other RFP requirements unless specifically noted on the Respondent Information and Disclosure Form. HHSC reserves the right to reject any or all of the respondent's proposed exceptions.
2. The respondent's proposal will remain a firm and binding offer for 240 days from the date the proposal is due.
3. The respondent guarantees that the proposal complies with all RFP requirements, at the costs outlined in the proposal. The respondent further guarantees that the terms specified in the proposal will remain firm and binding through the contract termination date, unless the parties agree to modify such terms in the contract.
4. HHSC will have the right to use, produce and distribute copies of, and disclose all or part of the proposal to HHSC's employees, agents, and contractors and other governmental entities as HHSC deems necessary to complete the procurement process or comply with state or federal laws.
5. Neither the respondent nor any firm, corporation, partnership, or institution represented by the respondent, nor anyone acting for such firm, corporation, partnership or institution has: (1) violated the antitrust laws of the State of Texas under TEX. BUS. & COM. CODE, Chapter 15, or federal antitrust laws, or (2) communicated directly or indirectly the proposal to any competitor or any other person engaged in such line of business during the procurement process.
6. All prices proposed by the respondent have been arrived at independently. The respondent has not, for the purpose of restricting competition, consulted, communicated with, and/or made any agreements with or inducements to any other respondent relating to:
  - the intention to submit a proposal;
  - the methods or factors used to calculate the prices proposed; or
  - the respondent's proposal.
7. On behalf of itself, any parent or subordinate organization and all proposed subcontractors, the respondent accepts as lawful and binding, without reservation or limitation:
  - the RFP's submission requirements and specifications, including all RFP appendices and addenda, except as noted in the Respondent Information and Disclosure Form;
  - HHSC's procurement rules, procedures, and processes;
  - HHSC's use of the evaluation methodology and process described in RFP Section 5;
  - HHSC's sole, unrestricted right to reject any or all proposals, or parts thereof, submitted in response to the RFP;
  - the substantive, professional, legal, procedural, and technical propriety of the RFP Scope of Work.
8. The respondent generally releases from liability and waives all claims against any party providing information about the respondent at HHSC's request.
9. Prior to assigning any personnel to perform any part of its obligation under the contract, the respondent agrees that it will require its personnel and subcontractor personnel to execute individual confidentiality agreements, which upon execution will become part of the contract.

HHSC RFP No.: \_\_\_\_\_ Respondent Name: \_\_\_\_\_

10. The respondent does not have personal or business interests that present a conflict of interest with respect to the RFP and resulting contract, and if applicable, the respondent has identified any potential conflicts of interest in its proposal.
11. The respondent has complied with all State of Texas and federal laws and regulations relating to the hiring of former state employees, and has disclosed all past state employment in its proposal.
12. The respondent has identified all parts of its proposal that it believes are excepted from disclosure under the Texas Public Information Act, and provided an explanation of why it believes the exceptions apply, in the Respondent Information and Disclosure.
13. Under Section 2155.004, Texas Government Code, the respondent certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.
14. Under Section 2155.006, Texas Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.
15. Under Texas Family Code Section 231.006, relating to child support obligations, the respondent and any other individual or business entity named in this solicitation are eligible to receive the specified payment and acknowledge that this contract may be terminated and payment withheld if this certification is inaccurate.
16. The respondent will adhere to, and require its subcontractors to adhere to, Executive Order 13224, "Terrorist Financing – Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism," effective September 24, 2004, as amended.
17. Respondent has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.
18. The respondent acknowledges all addenda and amendments to the RFP.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Respondent Information and Disclosures

*Instructions: This form must be submitted as an attachment to the respondent's proposal.*

### Part 1: General Respondent Information.

1. Organization's Legal Name: \_\_\_\_\_
2. Doing Business As: \_\_\_\_\_
3. Physical Address: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_
5. Taxpayer Identification Number: \_\_\_\_\_
6. Legal Status (check one):  
☐ For-profit Entity ☐ Non-profit Entity  
☐ Governmental Entity
7. Business Structure (check one):  
☐ Corporation ☐ Limited (Liability) Company  
☐ Partnership ☐ Limited (Liability) Partnership  
☐ Joint Venture ☐ Sole Proprietorship  
☐ Other (specify): \_\_\_\_\_
8. State of Incorporation, If Applicable: \_\_\_\_\_
9. Name of Parent Entity, If Applicable: \_\_\_\_\_
10. HUB Status (check one): ☐ State of Texas Certified Entity ☐ Non-HUB Entity

### Part 2: Respondent Contact Information.

- |  |   |
|--|---|
| 1. Person Who Will Sign the Contract:<br>Name: _____<br>Title: _____<br>Mailing Address: _____<br>_____<br>Telephone: _____<br>Fax: _____<br>E-mail: _____ | 2. Primary Contact for Proposal Questions:<br>Name: _____<br>Title: _____<br>Mailing Address: _____<br>_____<br>Telephone: _____<br>Fax: _____<br>E-mail: _____ |
|--|---|

### Part 3: Subcontractor Information. *Provide the following information for each proposed subcontractor. Attach additional pages if necessary.*

1. Organization's Legal Name: \_\_\_\_\_
2. Doing Business As: \_\_\_\_\_
3. Physical Address: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_
5. Taxpayer Identification Number: \_\_\_\_\_
6. Legal Status (check one): ☐ For-profit Entity ☐ Non-profit Entity  
☐ Governmental Entity
7. Business Structure (check one): ☐ Corporation ☐ Limited (Liability) Company  
☐ Partnership ☐ Limited (Liability) Partnership  
☐ Joint Venture ☐ Sole Proprietorship  
☐ Other (specify): \_\_\_\_\_
8. State of Incorporation, If Applicable: \_\_\_\_\_
9. Name of Parent Entity, If Applicable: \_\_\_\_\_
10. HUB Status (check one): ☐ State of Texas Certified Entity ☐ Non-HUB Entity

Have you attached additional pages for Part 3? ☐ Yes ☐ No

**Part 4: Former Employees of a State Agency. Identify all respondent or subcontractor personnel who have worked for HHSC or another health and human services agency in the past two years. Attach additional pages if necessary.**

1. Name of former state employee: \_\_\_\_\_
2. Job title at termination of state employment: \_\_\_\_\_
3. Date of termination of state employment: \_\_\_\_\_
4. Annual rate of compensation at termination: \_\_\_\_\_
5. Description of job responsibilities while state employee: \_\_\_\_\_

---

---

---

---

6. If the former state employee worked on matters relating to the RFP, describe those matters:

---

---

---

---

---

Have you attached additional pages for Part 4? ☐ Yes ☐ No

**Part 5: Conflicts of Interest.** *Describe all facts or circumstances that may give rise to a potential conflict of interest, and describe all measures the respondent and its subcontractors will take to ensure that these facts or circumstances do not create an actual conflict of interest. Attach additional pages if necessary.*

---

---

---

---

---

---

---

---

---

---

---

---

Have you attached additional pages for Part 5? ☐ Yes ☐ No

**Part 6: Litigation.** *Disclose all pending, resolved, or completed litigation, mediation, arbitration, or other alternative dispute resolution procedure involving the respondent within the past 36 months. Include the cause number, court, parties' names, subject matter, relief sought, amount in controversy, and final disposition or status. Provide the same information for all subcontractors. Attach additional pages if necessary.*

---

---

---

---

---

---

---

---

---

---

---

---

Have you attached additional pages for Part 6? ☐ Yes ☐ No

**Part 7: Exceptions or Reservations to the RFP. List all exceptions, reservations, and limitations to the terms and conditions of the RFP, including HHSC's UTCs. Respondents may not raise additional issues during contract discussions or negotiations, and HHSC may take all stated exceptions, reservations, or limitations to the RFP's terms and conditions into account during proposal evaluation. Attach additional pages if necessary.**

[illegible]

Have you attached additional pages for Part 7? ☐ Yes ☐ No

**Part 8: Texas Public Information Act (PIA):** *Complete this part if you assert one or more parts of the proposal are excepted from disclosure under the PIA. Attach additional pages if necessary.*

1. Proposal Section: \_\_\_\_\_
2. PIA Exception\*: \_\_\_\_\_
3. Explanation of Why the Exception Applies: \_\_\_\_\_

---

---

---

---

\* The most commonly asserted exception is Texas Government Code §552.110 (trade secret, or commercial or financial information confidential by law).

Have you attached additional pages for Part 8? ☐ Yes ☐ No

**TEXAS HEALTH AND HUMAN SERVICES COMMISSION**

**ANTI-TRUST CERTIFICATION**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

CONTRACTOR hereby certifies to HHSC that neither the CONTRACTOR, nor the person represented by the CONTRACTOR, nor any person acting for the represented person has:

- a. violated the antitrust laws codified by Chapter 15, Business & Commerce Code, or the federal antitrust laws; or
- b. directly or indirectly communicated the bid/offer associated with this contract to a competitor or other person engaged in the same line of business.

CONTRACTOR hereby assigns to HHSC any and all claims for overcharges associated with this contract arising under the anti-trust laws of the United States, 15 U.S.C.A. Section 1, et. seq. (1973), as amended, and the anti-trust laws of the State of Texas, TEX. Bus. & Comm Code Ann. Section 15.01, et. seq. (1967), as amended.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Name of Contractor/Vendor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Individual

\_\_\_\_\_  
Title of Individual



# HUB Subcontracting Plan (HSP)

## QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

➤ **If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.

Section 2 c. - Yes

Section 4 - Affirmation

GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

➤ **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract\* in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.

Section 2 c. - No

Section 2 d. - Yes

Section 4 - Affirmation

GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

➤ **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract\* in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.

Section 2 c. - No

Section 2 d. - No

Section 4 - Affirmation

GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.

➤ **If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment, including transportation and delivery), complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.

Section 3 - Self Performing Justification

Section 4 - Affirmation

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include transportation and delivery under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



# HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

**NOTE:** Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- **11.2 percent for heavy construction other than building contracts,**
- **21.1 percent for all building construction, including general contractors and operative builders' contracts,**
- **32.9 percent for all special trade construction contracts,**
- **23.7 percent for professional services contracts,**
- **26.0 percent for all other services contracts, and**
- **21.1 percent for commodities contracts.**

## - - Agency Special Instructions/Additional Requirements - -

*In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent **does not** have a **continuous contract\*** in place for **more than five (5) years** shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.*

## **SECTION-1** RESPONDENT AND REQUISITION INFORMATION

- a. Respondent (Company) Name: \_\_\_\_\_ State of Texas VID #: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_
- b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No
- c. Requisition #: \_\_\_\_\_ Bid Open Date: \_\_\_\_\_  
(mm/dd/yyyy)

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

## SECTION-2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, **including contracted staffing, goods, services, transportation and delivery will be subcontracted**. Note: In accordance with 34 TAC §20.11, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- ☐ - *Yes*, I will be subcontracting portions of the contract. (If *Yes*, complete Item b of this SECTION and continue to Item c of this SECTION.)
- ☐ - *No*, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods, services, transportation and delivery. (If *No*, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <b>do not</b> have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>.)

c. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** of the subcontracting opportunities you listed in SECTION 2, Item b.

- *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- *No* (If *No*, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract **with Texas certified HUBs** with which you **do not** have a **continuous contract\*** in place with for **more than five (5) years**, **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."

- *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- *No* (If *No*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include transportation and delivery under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: \_\_\_\_\_

Requisition #: \_\_\_\_\_

**SECTION-2 RESPONDENT's SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)**

This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <b>do not</b> have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include transportation and delivery under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**SECTION-3 SELF PERFORMING JUSTIFICATION** (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.)

If you responded "No" to SECTION 2, Item a, in the space provided below **explain how** your company will perform the entire contract with its own employees, supplies, materials and/or equipment, to include transportation and delivery.

**SECTION-4: AFFIRMATION**

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date  
(mm/dd/yyyy)

**Reminder:**

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.

## Rev. 09/15

**IMPORTANT:** If you responded “Yes” to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method A (Attachment A)” for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at <http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf>

Item Number:                      Description:

[illegible]

Page 1 of 1  
(Attachment A)

# HSP Good Faith Effort - Method B (Attachment B)

Rev. 09/15

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**IMPORTANT:** If you responded “No” to **SECTION 2, Items c and d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at <http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf>.

## SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

## SECTION B 2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in **SECTION B-1**, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If Yes, continue to SECTION B-4.)
- No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

## SECTION B 3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you **MUST** comply with items **a, b, c and d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs **at least seven (7) working days** to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code “A” signifies that the company is a Texas certified HUB.
- b. List the **three (3) Texas certified HUBs** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID (Do not enter Social Security Numbers.)	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			- Yes - No
			- Yes - No
			- Yes - No

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to **two (2)** or more trade organizations or development centers in **Texas** to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers **at least seven (7) working days** prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>.

- d. List **two (2) trade organizations or development centers** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		- Yes - No
		- Yes - No

# HSP Good Faith Effort - Method B (Attachment B) Cont.

Rev. 09/15

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

## SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in **SECTION 2, Item b**, of the completed HSP form for which you are completing the attachment.

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

- b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%

- c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in **SECTION B-1** is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.



# HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Section B has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in Section C, Item 2, reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

## SECTION: A PRIME CONTRACTOR'S INFORMATION

Company Name: \_\_\_\_\_  
Point-of-Contact: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

State of Texas VID #: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_

## SECTION: B CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: \_\_\_\_\_  
Point-of-Contact: \_\_\_\_\_  
Requisition #: \_\_\_\_\_

Phone #: \_\_\_\_\_  
Bid Open Date: \_\_\_\_\_  
(mm/dd/yyyy)

## SECTION: C SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

### 1. Potential Subcontractor's Bid Response Due Date:

If you would like for our company to consider your company's bid for the subcontracting opportunity identified below in Item 2,

we must receive your bid response no later than \_\_\_\_\_ on \_\_\_\_\_  
Central Time Date (mm/dd/yyyy)

*In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).*

*(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)*

### 2. Subcontracting Opportunity Scope of Work:

### 3. Required Qualifications:

- Not Applicable

### 4. Bonding/Insurance Requirements:

- Not Applicable

### 5. Location to review plans/specifications:

- Not Applicable

**TEXAS HEALTH AND HUMAN SERVICES COMMISSION  
ANTI-TRUST CERTIFICATION FORM**

**INSTRUCTIONS**

**PURPOSE:**

The contractor certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such a firm, corporation or institution has violated the antitrust laws of this state, federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Antitrust violations are activities or practices that are noncompetitive or that attempt to restrain trade or commerce.

**PROCEDURES:**

This form should be included in the contract package if the anti-trust certification is not part of required certifications included in the contract.

The HHSC Program/Division that originates the request for the new contract is responsible to ensure that this form is included in the contract package forwarded to Administrative Services Development (ASD) for review, approval and execution. The anti-trust certification applies to contracts established with private vendors only.

**APPENDIX J: Women At Or Below 200% FPL By County**



Women At Or  
Below 200 Percent F

**Women At or Below 200 % FPL**  
**From Census Small Area Health Insurance Estimates 2013**  
**Health Service Region - 1**

<b>COUNTY</b>	<b>Women at or Below 200 % FPL</b>	<b>% by County</b>
ARMSTRONG	266	0.2%
BAILEY	1,696	1.1%
BRISCOE	290	0.2%
CARSON	655	0.4%
CASTRO	1,885	1.2%
CHILDRESS	1,103	0.7%
COCHRAN	709	0.4%
COLLINGSWORTH	662	0.4%
CROSBY	1,414	0.9%
DALLAM	1,564	1.0%
DEAF SMITH	3,028	1.9%
DICKENS	370	0.2%
DONLEY	657	0.4%
FLOYD	1,261	0.8%
GARZA	799	0.5%
GRAY	3,540	2.2%
HALE	7,759	4.9%
HALL	747	0.5%
HANSFORD	872	0.5%
HARTLEY	539	0.3%
HEMPHILL	493	0.3%
HOCKLEY	4,044	2.5%
HUTCHINSON	3,680	2.3%
KING	51	0.0%
LAMB	3,078	1.9%
LIPSCOMB	514	0.3%
LUBBOCK	56,404	35.3%
LYNN	1,077	0.7%
MOORE	4,633	2.9%
MOTLEY	211	0.1%
OCHILTREE	1,687	1.1%
OLDHAM	325	0.2%
PARMER	2,109	1.3%
POTTER	28,121	17.6%
RANDALL	16,350	10.2%
ROBERTS	84	0.1%
SHERMAN	566	0.4%
SWISHER	1,567	1.0%
TERRY	2,692	1.7%
WHEELER	798	0.5%
YOAKUM	1,286	0.8%
<b>HSR 1 Total</b>	<b>159,586</b>	<b>100.0%</b>

1. Women at or under 200% FPL according to the U.S. Census Bureau's 2013 Small Area Health Insurance Estimates (SAHIE) model.

**Women At or Below 200 % FPL**  
**From Census Small Area Health Insurance Estimates 2013**

**Health Service Region - 2**

<b>COUNTY</b>	<b>Women at or Below 200 % FPL</b>	<b>% by County</b>
ARCHER	1,106	1.1%
BAYLOR	684	0.7%
BROWN	6,945	7.2%
CALLAHAN	2,202	2.3%
CLAY	1,411	1.5%
COLEMAN	1,788	1.9%
COMANCHE	2,697	2.8%
COTTLE	327	0.3%
EASTLAND	3,468	3.6%
FISHER	587	0.6%
FOARD	245	0.3%
HARDEMAN	769	0.8%
HASKELL	975	1.0%
JACK	1,295	1.3%
JONES	2,676	2.8%
KENT	120	0.1%
KNOX	783	0.8%
MITCHELL	1,143	1.2%
MONTAGUE	3,193	3.3%
NOLAN	2,906	3.0%
RUNNELS	1,893	2.0%
SCURRY	2,497	2.6%
SHACKELFORD	537	0.6%
STEPHENS	1,686	1.8%
STONEWALL	233	0.2%
TAYLOR	25,848	26.9%
THROCKMORTON	243	0.3%
WICHITA	22,325	23.2%
WILBARGER	2,570	2.7%
YOUNG	3,070	3.2%
<b>HSR 2 Total</b>	<b>96,222</b>	<b>100.0%</b>

1. Women at or under 200% FPL according to the U.S. Census Bureau's 2013 Small Area Health Insurance Estimates (SAHIE) model.

**Women At or Below 200 % FPL  
From Census Small Area Health Insurance Estimates 2013**

**Health Service Region - 3**

<b>COUNTY</b>	<b>Women at or Below 200 % FPL</b>	<b>% by County</b>
COLLIN	77,422	6.6%
COOKE	6,176	0.5%
DALLAS	523,961	44.4%
DENTON	81,800	6.9%
ELLIS	23,896	2.0%
ERATH	7,946	0.7%
FANNIN	5,547	0.5%
GRAYSON	20,949	1.8%
HOOD	6,598	0.6%
HUNT	16,419	1.4%
JOHNSON	23,783	2.0%
KAUFMAN	16,596	1.4%
NAVARRO	10,411	0.9%
PALO PINTO	5,625	0.5%
PARKER	14,534	1.2%
ROCKWALL	7,745	0.7%
SOMERVELL	1,240	0.1%
TARRANT	320,676	27.2%
WISE	8,565	0.7%
<b>HSR 3 Total</b>	<b>1,179,889</b>	<b>100%</b>

1. Women at or under 200% FPL according to the U.S. Census Bureau's 2013 Small Area Health Insurance Estimates (SAHIE) model.

**Women At or Below 200 % FPL  
From Census Small Area Health Insurance Estimates 2013**

**Health Service Region - 4**

<b>COUNTY</b>	<b>Women at or Below 200 % FPL</b>	<b>% by County</b>
ANDERSON	8,602	4.2%
BOWIE	17,113	8.4%
CAMP	2,800	1.4%
CASS	5,650	2.8%
CHEROKEE	10,647	5.2%
DELTA	972	0.5%
FRANKLIN	1,964	1.0%
GREGG	22,536	11.1%
HARRISON	11,989	5.9%
HENDERSON	14,841	7.3%
HOPKINS	6,946	3.4%
LAMAR	9,866	4.8%
MARION	1,969	1.0%
MORRIS	2,615	1.3%
PANOLA	3,761	1.8%
RAINS	1,861	0.9%
RED RIVER	2,495	1.2%
RUSK	8,611	4.2%
SMITH	38,388	18.8%
TITUS	7,514	3.7%
UPSHUR	6,817	3.3%
VAN ZANDT	8,958	4.4%
WOOD	6,951	3.4%
<b>HSR 4 Total</b>	<b>203,866</b>	<b>100.0%</b>

1. Women at or under 200% FPL according to the U.S. Census Bureau's 2013 Small Area Health Insurance Estimates (SAHIE) model.

**Women At or Below 200 % FPL**  
**From Census Small Area Health Insurance Estimates 2013**

**Health Service Region - 5**

<b>COUNTY</b>	<b>Women at or Below 200 % FPL</b>	<b>% by County</b>
ANGELINA	18,460	13.1%
HARDIN	7,547	5.3%
HOUSTON	4,227	3.0%
JASPER	6,496	4.6%
JEFFERSON	46,964	33.2%
NACOGDOCHES	13,788	9.8%
NEWTON	2,492	1.8%
ORANGE	13,198	9.3%
POLK	8,089	5.7%
SABINE	1,714	1.2%
SAN AUGUSTINE	1,767	1.3%
SAN JACINTO	4,779	3.4%
SHELBY	5,660	4.0%
TRINITY	2,790	2.0%
TYLER	3,379	2.4%
<b>HSR 5 Total</b>	<b>141,350</b>	<b>100.0%</b>

1. Women at or under 200% FPL according to the U.S. Census Bureau's 2013 Small Area Health Insurance Estimates (SAHIE) model.

**Women At or Below 200 % FPL**  
**From Census Small Area Health Insurance Estimates 2013**

**Health Service Region - 6**

<b>COUNTY</b>	<b>Women at or Below 200 % FPL</b>	<b>% by County</b>
AUSTIN	4,089	0.4%
BRAZORIA	40,902	3.7%
CHAMBERS	3,923	0.4%
COLORADO	3,460	0.3%
FORT BEND	68,183	6.1%
GALVESTON	43,326	3.9%
HARRIS	836,220	75.2%
LIBERTY	13,512	1.2%
MATAGORDA	6,756	0.6%
MONTGOMERY	64,343	5.8%
WALKER	10,972	1.0%
WALLER	8,138	0.7%
WHARTON	7,548	0.7%
<b>HSR 6 Total</b>	<b>1,111,372</b>	<b>100.0%</b>

1. Women at or under 200% FPL according to the U.S. Census Bureau's 2013 Small Area Health Insurance Estimates (SAHIE) model.

**Women At or Below 200 % FPL  
From Census Small Area Health Insurance Estimates 2013**

**Health Service Region - 7**

<b>COUNTY</b>	<b>Women at or Below 200 % FPL</b>	<b>% by County</b>
BASTROP	13,121	2.5%
BELL	63,113	12.0%
BLANCO	1,456	0.3%
BOSQUE	2,946	0.6%
BRAZOS	44,561	8.5%
BURLESON	2,758	0.5%
BURNET	7,098	1.4%
CALDWELL	7,945	1.5%
CORYELL	14,013	2.7%
FALLS	3,328	0.6%
FAYETTE	3,309	0.6%
FREESTONE	3,066	0.6%
GRIMES	4,314	0.8%
HAMILTON	1,443	0.3%
HAYS	27,590	5.3%
HILL	6,826	1.3%
LAMPASAS	3,428	0.7%
LEE	2,428	0.5%
LEON	2,735	0.5%
LIMESTONE	4,445	0.8%
LLANO	2,736	0.5%
MADISON	50,615	9.7%
MCLENNAN	2,408	0.5%
MILAM	4,562	0.9%
MILLS	874	0.2%
ROBERTSON	3,352	0.6%
SAN SABA	1,106	0.2%
TRAVIS	181,409	34.6%
WASHINGTON	5,173	1.0%
WILLIAMSON	51,645	9.9%
<b>HSR 7 Total</b>	<b>523,803</b>	<b>100.0%</b>

1. Women at or under 200% FPL according to the U.S. Census Bureau's 2013 Small Area Health Insurance Estimates (SAHIE) model.

**Women At or Below 200 % FPL  
From Census Small Area Health Insurance Estimates 2013**

**Health Service Region - 8**

<b>COUNTY</b>	<b>Women at or Below 200 % FPL</b>	<b>% by County</b>
ATASCOSA	9,105	1.8%
BANDERA	2,804	0.6%
BEXAR	346,692	69.3%
CALHOUN	3,991	0.8%
COMAL	13,462	2.7%
DEWITT	3,028	0.6%
DIMITT	2,579	0.5%
EDWARDS	359	0.1%
FRIO	3,510	0.7%
GILLESPIE	3,233	0.6%
GOLIAD	1,014	0.2%
GONZALES	4,348	0.9%
GUADALUPE	19,872	4.0%
JACKSON	2,231	0.4%
KARNES	2,027	0.4%
KENDALL	3,526	0.7%
KERR	7,748	1.5%
KINNEY	504	0.1%
LA SALLE	1,226	0.2%
LAVACA	2,766	0.6%
MAVERICK	15,928	3.2%
MEDINA	7,513	1.5%
REAL	628	0.1%
UVALDE	6,383	1.3%
VAL VERDE	10,163	2.0%
VICTORIA	16,370	3.3%
WILSON	5,567	1.1%
ZAVALA	3,427	0.7%
<b>HSR 8 Total</b>	<b>500,004</b>	<b>100.0%</b>

1. Women at or under 200% FPL according to the U.S. Census Bureau's 2013 Small Area Health Insurance Estimates (SAHIE) model.

**Women At or Below 200 % FPL**  
**From Census Small Area Health Insurance Estimates 2013**

**Health Service Region - 9**

<b>COUNTY</b>	<b>Women at or Below 200 % FPL</b>	<b>% by County</b>
ANDREWS	2,291	2.3%
BORDEN	66	0.1%
COKE	494	0.5%
CONCHO	447	0.5%
CRANE	644	0.7%
CROCKETT	620	0.6%
DAWSON	2,268	2.3%
ECTOR	27,494	27.8%
GAINES	3,771	3.8%
GLASSCOCK	118	0.1%
HOWARD	5,602	5.7%
IRION	185	0.2%
KIMBLE	791	0.8%
LOVING	16	0.0%
MARTIN	813	0.8%
MASON	688	0.7%
MCCULLOCH	1,627	1.6%
MENARD	405	0.4%
MIDLAND	19,938	20.2%
PECOS	2,388	2.4%
REAGAN	500	0.5%
REEVES	2,238	2.3%
SCHLEICHER	530	0.5%
STERLING	101	0.1%
SUTTON	545	0.6%
TERRELL	144	0.1%
TOM GREEN	20,662	20.9%
UPTON	477	0.5%
WARD	1,737	1.8%
WINKLER	1,185	1.2%
<b>HSR 9</b>	<b>98,785</b>	<b>100.0%</b>

1. Women at or under 200% FPL according to the U.S. Census Bureau's 2013 Small Area Health Insurance Estimates (SAHIE) model.

**Women At or Below 200 % FPL**  
**From Census Small Area Health Insurance Estimates 2013**

**Health Service Region - 10**

<b>COUNTY</b>	<b>Women at or Below 200 % FPL</b>	<b>% by County</b>
BREWSTER	1,612	0.8%
CULBERSON	536	0.3%
EL PASO	204,281	97.6%
HUDSPETH	882	0.4%
JEFF DAVIS	295	0.1%
PRESIDIO	1,625	0.8%
<b>HSR 10 Total</b>	<b>209,231</b>	<b>100.0%</b>

1. Women at or under 200% FPL according to the U.S. Census Bureau's 2013 Small Area Health Insurance Estimates (SAHIE) model.

**Women At or Below 200 % FPL  
From Census Small Area Health Insurance Estimates 2013**

**Health Service Region - 11**

<b>COUNTY</b>	<b>Women at or Below 200 % FPL</b>	<b>% by County</b>
ARANSAS	4,015	0.7%
BEE	5,575	1.0%
BROOKS	1,736	0.3%
CAMERON	120,451	21.0%
DUVAL	2,245	0.4%
HIDALGO	238,742	41.6%
JIM HOGG	1,172	0.2%
JIM WELLS	8,378	1.5%
KENEDY	100	0.0%
KLEBERG	6,618	1.2%
LIVE OAK	1,464	0.3%
MCMULLEN	49	0.0%
NUECES	68,351	11.9%
REFUGIO	1,149	0.2%
SAN PATRICIO	11,644	2.0%
STARR	18,922	3.3%
WEBB	74,695	13.0%
WILLACY	5,168	0.9%
ZAPATA	3,677	0.6%
<b>HSR 11 Total</b>	<b>574,151</b>	<b>100.0%</b>

1. Women at or under 200% FPL according to the U.S. Census Bureau's 2013 Small Area Health Insurance Estimates (SAHIE) model.

## General Instructions for Completing Budget Forms

In preparing the budget, you must budget all costs that your organization will incur in carrying out the Family Planning Program. Instructions for completing the budget template follow:

**Only Applicants requesting funding through cost reimbursement contracts need to complete Forms F and F-1 through F-7.**

- A. Enter the legal name of your organization in the space provided for "Legal Business Name" on the budget summary page. Doing so will populate the budget category detail templates with the organization's name.
- B. Complete each budget category detail template. If a primary budget category detail template does not accommodate all items in your budget, use the respective supplemental budget templates at the end of this workbook. The total of each supplemental category detail budget template will automatically populate to the last line of the respective primary budget category template.
- C. After you complete each budget category detail template, go to the Budget Summary.
- D. Distribute the total amount in column 1 in each budget category manually among the various funding sources (columns 2 through 6).
- E. Refer to the table below the budget template table to verify that the amounts distributed (Distribution Total) in each budget category equals the "Budget Total" for each respective category. Next, verify that the overall total of all distributions (Distribution Totals) equals the Budget Total.
- F. Fill all budget forms out in **WHOLE DOLLARS**.

## FORM F: BUDGET SUMMARY (REQUIRED)

Legal Business Name:

Budget Categories	Total Family Planning Program Budget (1)	HHSC Share Categorical & FFS (2)	Patient Co-Pays To Be Collected (3)
A. Personnel	\$0		
B. Fringe Benefits	\$0		
C. Travel	\$0		
D. Equipment	\$0		
E. Supplies	\$0		
F. Contractual	\$0		
G. Other	\$0		
H. Total Direct Costs	\$0	\$0	\$0
I. Indirect Costs	\$0		
J. Total (Sum of H and I)	\$0	\$0	\$0

**NOTE:** The "Total Budget" amount for each Budget Category will have to be entered manually among columns 2 and 3. Enter amounts in **whole dollars**. After amounts have been entered for each funding source, verify that the "Distribution Total" below equals the respective amount under the "Total Budget" from column (1).

	Budget Category	Distribution Total	Budget Total	Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$0	\$0	Fringe Benefits	\$0	\$0
	Travel	\$0	\$0	Equipment	\$0	\$0
	Supplies	\$0	\$0	Contractual	\$0	\$0
	Other	\$0	\$0	Indirect Costs	\$0	\$0

<b>TOTAL FOR:</b>	Distribution Totals	\$0	Budget Total	\$0
-------------------	---------------------	-----	--------------	-----

## FORM F-1: PERSONNEL Budget Category Detail Form

Legal Business Name:

0

PERSONNEL	Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
Functional Title + Code E = Existing or P = Proposed							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTAL FROM PERSONNEL SUPPLEMENTAL BUDGET SHEETS							\$0
SalaryWage Total							\$0

FRINGE BENEFITS	Itemize the elements of fringe benefits in the space below:
	Fringe Benefit Rate %
	Fringe Benefits Total
	\$0

## FORM F-2: TRAVEL Budget Category Detail Form

Legal Business Name:

0

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location City/State	Number of:	Travel Costs	
			Days/Employees		
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS					\$0

Total for Conference / Workshop Travel

\$0

## Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

Total for Other / Local Travel

\$0

Other / Local Travel Costs: \$0

Conference / Workshop Travel Costs: \$0

Total Travel Costs: \$0

Indicate Policy Used:

Applicant's Travel Policy

State of Texas Travel Policy

Revised: 7/6/2009

**FORM F-3: EQUIPMENT AND CONTROLLED ASSETS Budget Category**  
**Detail Form**

Legal Business Name:

0

Itemize, describe, and justify the list below. Attach complete specifications or a copy of the purchase order.

Description of Item	Purpose & Justification	Number of Units	Cost Per Unit	Total
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL FROM EQUIPMENT SUPPLEMENTAL BUDGET SHEETS				\$0

Total Amount Requested for Equipment:

**\$0**

### FORM F-4: SUPPLIES Budget Category Detail Form

**Legal Business Name:**

0

Itemize and describe each supply item and **provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable.** Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.).

<b>Description of Item</b> [If applicable, provide estimated quantity and cost (i.e. # of boxes & cost/box)]	<b>Purpose &amp; Justification</b>	<b>Total Cost</b>
TOTAL FROM SUPPLIES SUPPLEMENTAL BUDGET SHEETS		\$0

**Total Amount Requested for Supplies:**

**\$0**

## FORM F-5: CONTRACTUAL Budget Category Detail Form

Legal Business Name: 0

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e., Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e., hourly rate, unit rate, lump sum amount)	TOTAL
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
TOTAL FROM CONTRACTUAL SUPPLEMENTAL BUDGET SHEETS						\$0

Total Amount Requested for CONTRACTUAL: \$0

### FORM F-6: OTHER Budget Category Detail Form

**Legal Business Name:**

**O**

<b>Description of Item</b> [If applicable, include quantity and cost/quantity (i.e. # of units & cost per unit)]	<b>Purpose &amp; Justification</b>	<b>Total Cost</b>
TOTAL FROM OTHER SUPPLEMENTAL BUDGET SHEETS		\$0

**Total Amount Requested for Other:**

**\$0**

## FORM F - 7 Indirect Costs

Legal Business Name:

0

Total amount of indirect costs allocable to the project:

Amount:

Indirect costs are based on (mark the statement that is applicable):

\_\_\_\_\_  
The Applicant's most recent indirect cost rate approved by a federal cognizant agency or state single audit coordinating agency. **Expired rate agreements are not acceptable. Attach a copy of the rate agreement to this form (Form F - 7 Indirect)**

RATE:

BASE:

\_\_\_\_\_  
***Applies only to governmental entities*** . The Applicant's current central service cost rate or indirect cost rate based on a rate proposal prepared in accordance with OMB Circular A-87. **Attach a copy of Certification of Cost Allocation Plan or Certification of Indirect Costs.**

RATE:

TYPE:

BASE:

GO TO PAGE 2 (below)

## Page 2, FORM F - 7 Indirect Costs

If using an central service or indirect cost rate, identify the types of costs that are included (being allocated) in the rate:

## **SUPPLEMENTAL FORMS INSTRUCTIONS**

The budget templates (two per budget category) that follow are intended to supplement cost reimbursement budgets when there are too many items to fit on the primary budget template. Applicants that have utilized all the lines on the primary budget template must use the supplemental templates to list detail information for the respective budget category. For example, after all the lines on the primary budget template for Personnel (tab labeled Form F - 1 Personnel) have been used, go to the supplemental template labeled "Form F - 1a Personnel Supp" and if all the lines are used on this template, go to the next template labeled "Form F - 1b Personnel". The amounts on each supplemental template will automatically total and the total from both templates will automatically be inserted on the last line of the primary budget template.

The supplemental budget templates are:

- Form F-1 Personnel Supplemental
- Form F-2 Travel Supplemental
- Form F-3 Equipment Supplemental
- Form F-4 Supplies Supplemental
- Form F-5 Contractual Supplemental
- Form F-6 Other Supplemental

**FORM F-1: PERSONNEL Budget Category Detail Form (Supplemental)**

Legal Business Name: 0

PERSONNEL							
Functional Title + Code E = Existing or P = Proposed	Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
						SalaryWage Total	\$0

**FORM F-1: PERSONNEL Budget Category Detail Form (Supplemental)**

Legal Business Name: 0

PERSONNEL							
Functional Title + Code E = Existing or P = Proposed	Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
						SalaryWage Total	\$0

## FORM F-2: TRAVEL Budget Category Detail Form (Supplemental)

Legal Business Name:

0

### Conference / Workshop Travel Costs

Description of Conference/Workshop	Justification	Location (City, State)	Number of: Days/Employees	Travel Costs	
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0

Total for Conference / Workshop Travel

\$0

**Other / Local Travel Costs**

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0

**Total for Other / Local Travel**

**\$0**

**Other / Local Travel Costs:**

**\$0**

**Conference / Workshop Travel Costs:**

**\$0**

**Total Travel Costs:**

**\$0**

## FORM F-2: TRAVEL Budget Category Detail Form (Supplemental)

Legal Business Name:

0

### Conference / Workshop Travel Costs

Description of Conference/Workshop	Justification	Location (City, State)	Number of: Days/Employees	Travel Costs	
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0

Total for Conference / Workshop Travel

\$0

Revised: 7/6/2009

**Other / Local Travel Costs**

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0

**Total for Other / Local Travel**

**\$0**

**Other / Local Travel Costs:** **\$0**

**Conference / Workshop Travel Costs:** **\$0**

**Total Travel Costs:** **\$0**



**FORM F-3: EQUIPMENT AND CONTROLLED ASSETS Budget Category**  
**Detail Form (Supplemental)**

Legal Business Name:

0

Itemize, describe, and justify the list below. Attach complete specifications or a copy of the purchase order.

Description of Item	Purpose & Justification	Number of Units	Cost Per Unit	Total
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0

Total Amount Requested for Equipment:

**\$0**

## FORM F-4: SUPPLIES Budget Category Detail Form (Supplemental)

Legal Business Name:

0

Itemize and describe each supply item and **provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable**. Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.).

Description of Item [If applicable, provide estimated quantity and cost (i.e. # of boxes & cost/box)]	Purpose & Justification	Total Cost

Total Amount Requested for Supplies:

\$0

## FORM F-4: SUPPLIES Budget Category Detail Form (Supplemental)

Legal Business Name:

0

Itemize and describe each supply item and **provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable.** Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.) Check the Contractor's Financial Procedures Manual for definition of supplies.

Description of Item [If applicable, provide estimated quantity and cost (i.e. # of boxes & cost/box)]	Purpose & Justification	Total Cost

Total Amount Requested for Supplies:

\$0

## FORM F-5: CONTRACTUAL Budget Category Detail Form (Supplemental)

Legal Business Name:

0

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e. Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e. hourly rate, unit rate, lump sum amount)	TOTAL
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0

Total Amount Requested for CONTRACTUAL:

\$0

## FORM F-5: CONTRACTUAL Budget Category Detail Form (Supplemental)

Legal Business Name:

0

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e. Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e. hourly rate, unit rate, lump sum amount)	TOTAL
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0

Total Amount Requested for CONTRACTUAL:

\$0

## FORM F-6: OTHER Budget Category Detail Form (Supplemental)

Legal Business Name:

0

Description of Item [If applicable, include quantity and cost/quantity (i.e. # of units & cost/unit)]	Purpose & Justification	Total Cost

Total Amount Requested for Other:

\$0

## FORM F-6: OTHER Budget Category Detail Form (Supplemental)

Legal Business Name:

0

Description of Item [If applicable, include quantity and cost/quantity (i.e. # of units & cost/unit)]	Purpose & Justification	Total Cost

Total Amount Requested for Other:

\$0



**HEALTH AND HUMAN SERVICES COMMISSION**

**ADDENDA**

To

**Open Enrollment**

**529 - 16 - 0102**

For

**Family Planning Program**

---

Notice is hereby given to prospective applicants to the above referenced open enrollment that changes have been made to requirements or information in the open enrollment, as noted in the addenda below.

**Open Enrollment for Family Planning Program**Procurement Number: **529 -- 16 - 0102**

Addenda

Page 2 of 3

**(Note:** In the column with the heading "Open Enrollment Reference", the references to "Package" refer to the link, as listed on the Electronic State Business Daily (ESBD) posting of this open enrollment.)

Addendum #2 June 23, 2016															
Item	Open Enrollment Reference	Previous	Revised Language												
1.	<u>Package 1</u> (Open Enrollment for Family Planning Program)	<p>Appendix A., Core Family Planning Services, contained the following reimbursement rates for Surgery - Female Genital System:</p> <p style="text-align: center;"><b>Procedure Grouping:</b> Surgery - Female Genital System</p> <table><tr><td><b>Procedure Code:</b></td><td><b>Reimbursement Rate:</b></td></tr><tr><td>58565</td><td>442.57</td></tr><tr><td>58600</td><td>292.70</td></tr></table>	<b>Procedure Code:</b>	<b>Reimbursement Rate:</b>	58565	442.57	58600	292.70	<p>Reimbursement Rates for Surgery - Female Genital System, reimbursement code 58565 and 58600 have been revised to the following:</p> <p style="text-align: center;"><b>Procedure Grouping:</b> Surgery - Female Genital System</p> <table><tr><td><b>Procedure Code:</b></td><td><b>Reimbursement Rate:</b></td></tr><tr><td>58565</td><td>2500.00</td></tr><tr><td>58600</td><td>2500.00</td></tr></table>	<b>Procedure Code:</b>	<b>Reimbursement Rate:</b>	58565	2500.00	58600	2500.00
<b>Procedure Code:</b>	<b>Reimbursement Rate:</b>														
58565	442.57														
58600	292.70														
<b>Procedure Code:</b>	<b>Reimbursement Rate:</b>														
58565	2500.00														
58600	2500.00														

## Open Enrollment for Family Planning Program

Procurement Number: 529 -- 16 - 0102

Addenda

Page 3 of 3

Addendum #1 June 07, 2016			
<u>Item</u>	<u>Open Enrollment Reference</u>	<u>Previous</u>	<u>Revised Language</u>
1.	<u>Package 1</u> (Open Enrollment for Family Planning Program)	<p>Subsection 6.2., Unresponsive Applications, contained the following language:</p> <p><b>6.2.1.</b> The Applicant fails to meet major open enrollment specifications, including:</p> <p>A. The Applicant fails to submit the required Application, supporting documentation, or forms by the closing of the open Enrollment period provided in subsection 1.3 of this open enrollment.</p>	<p>Said language has been amended to read as follows:</p> <p><b>6.2.1.</b> The Applicant fails to meet major open enrollment specifications, including:</p> <p>A. The Applicant fails to submit the required Application by the closing of the open enrollment period provided in subsection 1.3 of this open enrollment.</p>

## **Attachment B – Contractor’s Revised Program Forms**

# Texas Health and Human Services Commission – Family Planning FY17 Open Enrollment

## FORM A: FACE PAGE

*This form requests basic information about the Applicant and project, including the signature of the authorized representative.*

*The face page must be completed in its entirety.*

APPLICANT INFORMATION	
1) LEGAL BUSINESS NAME: <b>BELL COUNTY PUBLIC HEALTH DISTRICT</b>	
2) MAILING Address Information (include mailing address, street, city, county, state and zip code): <b>PO BOX 2149</b> <b>Temple, Texas 76503-2149</b>	
3) PAYEE Name and Mailing Address (if different from above):	
4) DUNS Number (9-digit): <b>08-387-2259</b>	5) Health and Human Service Region: <b>7</b>
6) Federal Tax ID No. (9 digit), State of Texas Comptroller Vendor ID No. (14 digit) or Social Security Number (9 digit): <b>746000348</b>	
<small>*The Applicant acknowledges, understands and agrees that the Applicant's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.</small>	
7) TYPE OF ENTITY (check all that apply): <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> City</div> <div style="width: 33%;"><input type="checkbox"/> Nonprofit Organization*</div> <div style="width: 33%;"><input type="checkbox"/> Individual</div> <div style="width: 33%;"><input type="checkbox"/> County</div> <div style="width: 33%;"><input type="checkbox"/> For Profit Organization*</div> <div style="width: 33%;"><input type="checkbox"/> Federally Qualified Health Centers</div> <div style="width: 33%;"><input type="checkbox"/> Other Political Subdivision</div> <div style="width: 33%;"><input type="checkbox"/> HUB Certified</div> <div style="width: 33%;"><input type="checkbox"/> State Controlled Institution of Higher Learning</div> <div style="width: 33%;"><input type="checkbox"/> State Agency</div> <div style="width: 33%;"><input type="checkbox"/> Community-Based Organization</div> <div style="width: 33%;"><input type="checkbox"/> Hospital</div> <div style="width: 33%;"><input type="checkbox"/> Indian Tribe</div> <div style="width: 33%;"><input type="checkbox"/> Minority Organization</div> <div style="width: 33%;"><input type="checkbox"/> Private</div> <div style="width: 33%;"><input type="checkbox"/> Faith Based (Nonprofit Org)</div> <div style="width: 33%;"><input checked="" type="checkbox"/> Other (specify): <b>Health District</b></div> </div>	
<small>*If incorporated, provide 10-digit charter number assigned by Secretary of State:</small>	
8) BUDGET PERIOD: Start Date: <b>July 1, 2016</b> End Date: <b>August 31, 2017</b>	
9) COUNTIES SERVED BY FAMILY PLANNING PROJECT: (complete Form C: Texas Counties and Regions) <b>BELL</b>	
10) PRIMARY PLACE OF SERVICES PROVIDED: <b>509 S. 9<sup>th</sup> Street, Temple, TX 76504</b>	
11) TOTAL FUNDING REQUESTED: <b>683,663</b>	13) FAMILY PLANNING (FP) PRIMARY CONTACT PERSON <b>Name: Chelo Elliott, RN, WHNP-BC</b> <b>Phone: 254-778-4766</b> <b>Fax: 254-778-2912</b> <b>Email: celliott@bellcountyhealth.org</b>
Fee for Service: <b>456,000</b> Categorical: <b>227,663</b>	
12) PROJECTED EXPENDITURES Does Applicant's projected federal expenditures exceed \$500,000, or its projected state expenditures exceed \$500,000, for Applicant's current fiscal year (excluding amount requested in line 9 above)? **  Yes <input type="checkbox"/> No <input type="checkbox"/>  <small>**Projected expenditures should include anticipated expenditures under all federal grants including "pass through" federal funds from all state agencies, or all anticipated expenditures under state grants, as applicable.</small>	
14) FINANCIAL OFFICER  <b>Name: Judy Porubsky, MPH</b> <b>Phone: 254-773-4457</b> <b>Fax: 254-773-7535</b> <b>Email: jporubsky@bellcountyhealth.org</b>	
The facts affirmed by me in this proposal are truthful and I warrant the Applicant is in compliance with the assurances and certifications contained in APPENDIX I: HHSC Assurances and Certifications. I understand the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the Applicant and I (the person signing below) am authorized to represent the Applicant.	
15) AUTHORIZED REPRESENTATIVE  <b>Name: Bonnie Scurzi, RN, WHNP-BC</b> <b>Title: Director</b> <b>Phone: 254-773-4457</b> <b>Fax: 254-773-7535</b> <b>Email: bscurzi@bellcountyhealth.org</b>	16) SIGNATURE OF AUTHORIZED REPRESENTATIVE  <hr/> 17) DATE <b>June 29, 2016</b>

**FORM E: FAMILY PLANNING PROGRAM FUNDING REQUEST &  
PROPOSED NUMBER OF UNDUPLICATED CLIENTS**

BELL COUNTY PUBLIC HEALTH DISTRICT

**Legal Business Name:**

**REVISED 7-1-16**

Family Planning Program contractors may seek reimbursement for project costs using the following methods:

- A. Contractors will be reimbursed using the Fee-For-Service reimbursement method by submitting claims to TMHP for direct clinical care services provided to Clients, which will then be paid by HHSC; and
- B. Contractors may seek cost reimbursement for services that enhance the Fee-For-Service services provided to Clients by submitting monthly vouchers for expenses detailed in the categorical budget attached to a contractor's contract.

**NOTE:** Applicants may request up to 100% of their total funding request to be reimbursed through the Fee-For-Service reimbursement method or Applicants may request a portion of their funding request to be reimbursed on a cost reimbursement basis in addition to the Fee-For-Service reimbursement method. However, the cost reimbursement amount requested may not exceed 50% of Applicant's total proposed funding request and ultimately, its funding award.

Enter the amount of funds requested in the boxes below:

Fee-for-Service Amount	\$456,000
Cost Reimbursement Amount	\$227,663
<b>Total Amount</b>	<b>\$683,663</b>

The number of Unduplicated Clients an Applicant intends to serve through the Family Planning Program will be used to assess, in part, the Applicant's effectiveness in providing the proposed services under the contract resulting from this open enrollment. This number is the estimated total number of Unduplicated Clients to whom the Applicant will provide services at the proposed clinic sites. This total should be an estimate of the number of Unduplicated Clients the Applicant proposes to serve at the Family Planning Program clinic sites included in its application. Use the following average cost per Client OR submit an explanation of the average used by the agency: **\$285.00**.

Enter the estimated number of Unduplicated Clients to be served during the term of the contract, categorized by State Fiscal Year in the table below.

<b>Period of Time</b>	<b>Proposed Number of Unduplicated Clients</b>
July 1, 2016 – August 31, 2016 -- FY'16	300
September 1, 2016 – August 31, 2017 -- FY'17	2100
<b>Total Number</b>	<b>2400</b>

Applicants must provide an explanation/justification if the average cost per Client exceeds the statewide average of \$285.

--

# **Attachment C – Contractor’s Revised Budget**

## General Instructions for Completing Budget Forms

In preparing the budget, you must budget all costs that your organization will incur in carrying out the Healthy Texas Women Program. Instructions for completing the budget template follow:

- \* Enter the legal name of your organization in the space provided for "Legal Name of Respondent" on the budget summary page. Doing so will populate the budget category detail templates with the organization's name.
- \*

Complete each budget category detail template. If a primary budget category detail template does not accommodate all items in your budget, use the respective supplemental budget templates at the end of this workbook. The total of each supplemental category detail budget template will automatically populate to the last line of the respective primary budget category template.

- \* After you complete each budget category detail template, go to the Budget Summary.
- \* Distribute the total amount in column 1 in each budget category manually among the various funding sources (columns 2 through 6).
- \* Refer to the table below the budget template table to verify that the amounts distributed (Distribution Total) in each budget category equals the "Budget Total" for each respective category. Next, verify that the overall total of all distributions (Distribution Totals) equals the Budget Total.
- \* Fill all budget forms out in **WHOLE DOLLARS**.

# FORM F: BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

BELL COUNTY PUBLIC HEALTH DISTRICT

Re-REVISED 7-27-16

Budget Categories	Total Family Planning Program (1)	HHSC Share Categorical & FFS (2)	Patient Co-Pays To Be Collected (3)
A. Personnel	\$210,772	\$210,772	
B. Fringe Benefits	\$63,232	\$63,232	
C. Travel	\$7,680	\$4,180	\$3,500
D. Equipment	\$0		
E. Supplies	\$82,769	\$82,769	
F. Contractual	\$259,852	\$259,852	
G. Other	\$41,075	\$41,075	
H. Total Direct Costs	\$665,380	\$661,880	\$3,500
I. Indirect Costs	\$21,783	\$21,783	
J. Total (Sum of H and I)	\$687,163	\$683,663	\$3,500

**NOTE:** The "Total Budget" amount for each Budget Category will have to be entered manually among columns 2 through 3. Enter amounts in whole dollars. After amounts have been entered for each funding source, verify that the "Distribution Total" below equals the respective amount under the "Total Budget" from column (1).

	Budget Category	Distribution Total	Budget Total	Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$210,772	\$210,772	Fringe Benefits	\$63,232	\$63,232
	Travel	\$7,680	\$7,680	Equipment	\$0	\$0
	Supplies	\$82,769	\$82,769	Contractual	\$259,852	\$259,852
	Other	\$41,075	\$41,075	Indirect Costs	\$21,783	\$21,783

TOTAL FOR:	Distribution Totals	\$687,163	Budget Total	\$687,163
------------	---------------------	-----------	--------------	-----------

List any budget assumptions below:

# FORM F-1: PERSONNEL Budget Category Detail Form

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

PERSONNEL	Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
Functional Title + Code E = Existing or P = Proposed							
(E) Nurse Practitioner Temple	N	(T) FP Clinics, abnormal pap counseling, follow up	0.33	Y	\$7,386.00	12	\$29,249
(E) RN III Temple/Killeen	Y	(T, K) FP Clinics, QA, Assistant Director of Nurses	0.33	Y	\$4,724.00	12	\$18,707
(E) RN II Temple	N	(T) FP Clinics, QA	0.33	Y	\$3,466.00	12	\$13,725
(E) RN II Killeen	N	(K) FP Clinics, QA	0.33	Y	\$3,236.00	12	\$12,815
(E) LVN Temple	N	(T) FP Clinics, QA,	0.33	Y	\$2,458.00	12	\$9,734
(E) LVN Killeen	N	(K) FP Clinics, QA	0.33	Y	\$3,021.00	12	\$11,963
(E) CMA Temple	N	(T) FP Clinics	0.33	Y	\$2,000.00	12	\$7,920
(E) Clerk Temple	N	(T) FP Clerical services	0.33	N	\$1,867.00	12	\$7,393
(E) Clerk Temple	N	(T) FP Clerical services	0.25	N	\$1,730.00	12	\$5,190
(E) Billing Clerk Temple	N	(T) Perform all billing functions/purchasing	0.33	N	\$2,544.00	12	\$10,074
(E) Family Planning Clerk	N	(T) (K) Performs Family Planning eligibility in both clinics	0.5	N	\$1,743.00	12	\$10,458
(E) Outreach Educator	N	(T)(K) Provide Outreach Education in the Community	0.25	Y	\$2,544.00	12	\$7,632
(P) Outreach In-reach Coordinator	Y	(T)(K) Provide HTW and Family Planning Outreach Education in the Community	0.5	Y	\$2,544.00	12	\$15,264
<b>TOTAL FROM PERSONNEL SUPPLEMENTAL BUDGET SHEETS</b>							\$50,648

SalaryWage Total

**\$210,772**

## FRINGE BENEFITS

Itemize the elements of fringe benefits in the space below:

Insurance-6.450%; Retirement-12.69%; FICA-7.65%;Unemployment Compensation-.0083%;Workers Compensation-3.2% = 30%

Fringe Benefit Rate %

30.00%

Fringe Benefits Total

**\$63,232**

# FORM F-2: TRAVEL Budget Category Detail Form

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location City/State	Number of:	Travel Costs	
			Days/Employees		
HHSC Required trainings	Nursing staff required to attend HHSC trainings on Child Abuse Reporting Requirments	TBD	TBD/8	Mileage	\$120
				Airfare	
				Meals	\$360
				Lodging	
				Other Costs	
				Total	\$480
HHSC Required trainings	Nursing staff required to attend HHSC trainings on Human Trafficking and Intimate Partner Violence	TBD	TBD/8	Mileage	\$120
				Airfare	
				Meals	\$360
				Lodging	
				Other Costs	
				Total	\$480
HHSC Required trainings	Nursing staff required to attend HHSC trainings on Eligibility and Billing	TBD	TBD/4	Mileage	\$60
				Airfare	
				Meals	\$180
				Lodging	
				Other Costs	
				Total	\$240
HHSC Required trainings	Nursing staff required to attend HHSC trainings on LARCs	TBD	TBD/8	Mileage	\$120
				Airfare	
				Meals	\$360
				Lodging	
				Other Costs	
				Total	\$480
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS					\$0

**Total for Conference / Workshop Travel**

**\$1,680**

Revised: 7/6/2009

**Other / Local Travel Costs**

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
Local travel for Health District nursing, billing, and outreach staff to provide Family Planning services in satellite clinics and perform outreach activities in the community. Travel Policy follows budget pages.	12000	\$0.500	\$6,000		\$6,000
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

**Total for Other / Local Travel****\$6,000**Other / Local Travel Costs: **\$6,000**Conference / Workshop Travel Costs: **\$1,680****Total Travel Costs: \$7,680**

Indicate Policy Used:

Respondent's Travel Policy ☒State of Texas Travel Policy ☐

Revised: 7/6/2009

## Detail Form

**Legal Name of Respondent:**

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

Itemize, describe, and justify the list below. Attach complete specifications or a copy of the purchase order. Check the Contractor's Financial Procedures Manual for definition of equipment.

[illegible]

Total Amount Requested for Equipment:

**\$0**

## FORM F-4: SUPPLIES Budget Category Detail Form

**Legal Name of Respondent:**

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

Itemize and describe each supply item and **provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable.** Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.) Check the Contractor's Financial Procedures Manual for definition of supplies.

Description of Item <small>[If applicable, provide estimated quantity and cost (i.e. # of boxes &amp; cost/box)]</small>	Purpose & Justification	Total Cost
Pharmaceuticals (\$ 5357 per month x 14 months)	Consumable items needed to support Family Planning clinic services; no item has a unit cost greater than \$499.	\$75,000
Office Supplies (\$542 per month x 14 months)	Consumable items needed to support Family Planning clinic services; no item has a unit cost greater than \$499.	\$7,769
TOTAL FROM SUPPLIES SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Supplies:

**\$82,769**

## FORM F-5: CONTRACTUAL Budget Category Detail Form

**Legal Name of Respondent:**

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e., Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e., hourly rate, unit rate, lump sum amount)	TOTAL
Maria Llana-Posey, Pharm.D.	Class D Pharmacist	Label prescription drugs, pharmacy consultant	Hourly	12	\$50.00	\$600
Baylor Scott and White Hospital	Bilateral Tubal Ligations	Perform permanent female sterilizations (Medicaid reimbursement rate)	Lump Sum	74	\$2,500.00	\$185,000
Baylor Scott and White Hospital	Bilateral Tubal Ligations	Difference between Medicaid reimbursement rate and hospital contracted amount to pay	Lump Sum	74	\$490.00	\$36,260
Center for Disease Detection	Pap Smears	Lab according to FP standards	Unit	150	\$10.00	\$1,500
Center for Disease Detection	Pap Smears & HPV test	Lab according to FP standards	Unit	750	\$45.00	\$33,750
Center for Disease Detection	Rubella	Lab according to FP standards	Unit	457	\$6.00	\$2,742
						\$0
						\$0
						\$0
TOTAL FROM CONTRACTUAL SUPPLEMENTAL BUDGET SHEETS						\$0

Total Amount Requested for CONTRACTUAL:

**\$259,852**

# FORM F-6: OTHER Budget Category Detail Form

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

Description of Item [If applicable, include quantity and cost/quantity (i.e. # of units & cost per unit)]	Purpose & Justification	Total Cost
Housekeeping	Environmental Services for 2 current sites	\$7,600
Computer Services	IT support and computer maintenance	\$4,500
eClinicalWorks Electronic Health Record	Electronic Health Record program/service needed for client medical records in clinics	\$4,200
Single Audit	DSHS mandated single audit	\$2,500
Telephone	Time Warner Cable Service Agreement	\$3,000
Postage and shipping	Correspondence and shipping charges	\$1,000
Stericycle	Disposal of bio-hazardous waste	\$1,600
Ricoh	Lease for copier	\$3,100
Insurance liability	Off-set medical legal risks	\$2,800
Copying/Printing	Forms, patient literature, information sheets, pamphlets	\$2,000
Interpreting services - part time	Provide interpreting services for Spanish speaking clients. 2 staff work 27 hours per week at \$10 per hour each.	\$8,775
TOTAL FROM OTHER SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Other:

**\$41,075**

# FORM F - 7 Indirect Costs

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT** Re-

Total amount of indirect costs allocable to the project:

Amount: **\$21,783**

Indirect costs are based on (mark the statement that is applicable):

The respondent's most recent indirect cost rate approved by a federal cognizant agency or state single audit coordinating agency. Expired rate agreements are not acceptable. Attach a copy of the rate agreement to this form (Form I - 7 Indirect) **Certificate of Indirect Costs is included in application following the budget pages and travel policy.**

**RATE:** 7.95%

**BASE:**

**X**

*Applies only to governmental entities*. The respondent's current central service cost rate or indirect cost rate based on a rate proposal prepared in accordance with OMB Circular A-87. Attach a copy of Certification of Cost Allocation Plan or Certification of Indirect Costs.

**RATE:**

**TYPE:**

**BASE:**

**GO TO PAGE 2 (below)**

If using an central service or indirect cost rate, identify the types of costs that are included (being allocated) in the rate:

Personnel salaries and fringe benefits

Organizations that do not use an indirect cost rate and governmental entities with only a central service rate must identify the types of costs that will be allocated as indirect costs and the methodology used to allocate these costs in the space provided below. The costs/methodology must also be disclosed in Part V-Indirect Cost Allocation of the Cost Allocation Plan that is submitted to DSHS. **Identify the types of costs that are being allocated as indirect costs, the allocation methodology, and the allocation base:**

## **SUPPLEMENTAL FORMS INSTRUCTIONS**

The supplemental budget templates (two per budget category) are intended to supplement cost reimbursement budgets when there are too many items to fit on the primary budget template. Respondents that have utilized all the lines on the primary budget templates must use the supplemental templates to list detail information for the respective budget category. For example, after all the lines on the primary budget template for Personnel (tab labeled Form F - 1 Personnel) have been used, go to the supplemental template labeled "Form F - 1a Personnel Supp" and if all the lines are used on this template, go to the next template labeled "Form F - 1b Personnel". The amounts on each supplemental template will automatically total and the total from both templates will automatically be inserted on the last line of the primary budget template.

Form F-1 Personnel Supplemental  
Form F-2 Travel Supplemental  
Form F-3 Equipment Supplemental  
Form F-4 Supplies Supplemental  
Form F-5 Contractual Supplemental  
Form F-6 Other Supplemental

FORM F-1: PERSONNEL Budget Category Detail Form (Supplemental)

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

PERSONNEL							
Functional Title + Code E = Existing or P = Proposed	Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
(E) Clerk Killeen	N	(K) FP Clerical services	0.33	N	\$1,684.00	12	\$6,669
(E) Clerk Killeen	N	(K) FP Clerical services	0.33	N	\$2,070.00	12	\$8,197
(E) Clerk Killeen	N	(K) FP Clerical services	0.33	N	\$1,932.00	12	\$7,651
(E) FT Nurse Practitioner	Y	(K) FP Clinics, abnormal pap counseling, follow up	0.33	Y	\$5,420.00	12	\$21,463
(E) Clerk Temple	N	(T) FP Clerical services	0.33	N	\$1,684.00	12	\$6,669
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
SalaryWage Total							\$50,648

## FORM F-1: PERSONNEL Budget Category Detail Form (Supplemental)

**Legal Name of Respondent:**

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

PERSONNEL	Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
Functional Title + Code E = Existing or P = Proposed							
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
					SalaryWage Total		\$0

# FORM F-2: TRAVEL Budget Category Detail Form (Supplemental)

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

## Conference / Workshop Travel Costs

Description of Conference/Workshop	Justification	Location (City, State)	Number of: Days/Employees	Travel Costs	
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0

**Total for Conference / Workshop Travel**

**\$0**

Revised: 7/6/2009

**Other / Local Travel Costs**

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0

**Total for Other / Local Travel**
**\$0**

 Other / Local Travel Costs: **\$0**

 Conference / Workshop Travel Costs: **\$0**
**Total Travel Costs:**
**\$0**

# FORM F-2: TRAVEL Budget Category Detail Form (Supplemental)

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

## Conference / Workshop Travel Costs

Description of Conference/Workshop	Justification	Location (City, State)	Number of: Days/Employees	Travel Costs	
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				<b>Total</b>	\$0

**Total for Conference / Workshop Travel**

**\$0**

Revised: 7/6/2009

**Other / Local Travel Costs**

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0

**Total for Other / Local Travel**
**\$0**

 Other / Local Travel Costs: **\$0**

 Conference / Workshop Travel Costs: **\$0**
**Total Travel Costs:**
**\$0**

FORM F-3: EQUIPMENT AND CONTROLLED ASSETS Budget Category  
Detail Form (Supplemental)

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

Itemize, describe, and justify the list below. Attach complete specifications or a copy of the purchase order. Check the Contractor's Financial Procedures Manual for definition of equipment.

Description of Item	Purpose & Justification	Number of Units	Cost Per Unit	Total
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0

Total Amount Requested for Equipment:

**\$0**

FORM F-3: EQUIPMENT AND CONTROLLED ASSETS Budget Category  
Detail Form (Supplemental)

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

Itemize, describe, and justify the list below. Attach complete specifications or a copy of the purchase order. Check the Contractor's Financial Procedures Manual for definition of equipment.

Description of Item	Purpose & Justification	Number of Units	Cost Per Unit	Total
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0

Total Amount Requested for Equipment:

**\$0**

# FORM F-4: SUPPLIES Budget Category Detail Form (Supplemental)

**Legal Name of Respondent:**

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

Itemize and describe each supply item and **provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable.** Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.) Check the Contractor's Financial Procedures Manual for definition of supplies.

Description of Item [If applicable, provide estimated quantity and cost (i.e. # of boxes & cost/box)]	Purpose & Justification	Total Cost

Total Amount Requested for Supplies:

**\$0**

# FORM F-4: SUPPLIES Budget Category Detail Form (Supplemental)

**Legal Name of Respondent:**

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

Itemize and describe each supply item and **provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable.** Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.) Check the Contractor's Financial Procedures Manual for definition of supplies.

Description of Item [If applicable, provide estimated quantity and cost (i.e. # of boxes & cost/box)]	Purpose & Justification	Total Cost

Total Amount Requested for Supplies:

**\$0**

# FORM F-5: CONTRACTUAL Budget Category Detail Form (Supplemental)

Legal Name of Respondent: **BELL COUNTY PUBLIC HEALTH DISTRICT** **Re-REVISED 7-27-16**

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e. Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e. hourly rate, unit rate, lump sum amount)	TOTAL
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0

Total Amount Requested for CONTRACTUAL: **\$0**

# FORM F-5: CONTRACTUAL Budget Category Detail Form (Supplemental)

Legal Name of Respondent: **BELL COUNTY PUBLIC HEALTH DISTRICT** **Re-REVISED 7-27-16**

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e. Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e. hourly rate, unit rate, lump sum amount)	TOTAL
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0

Total Amount Requested for CONTRACTUAL: **\$0**

# FORM F-6: OTHER Budget Category Detail Form (Supplemental)

**Legal Name of Respondent:**

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

Description of Item [If applicable, include quantity and cost/quantity (i.e. # of units & cost/unit)]	Purpose & Justification	Total Cost

Total Amount Requested for Other:

	<b>\$0</b>
--	------------

# FORM F-6: OTHER Budget Category Detail Form (Supplemental)

**Legal Name of Respondent:**

**BELL COUNTY PUBLIC HEALTH DISTRICT**

**Re-REVISED 7-27-16**

Description of Item [If applicable, include quantity and cost/quantity (i.e. # of units & cost/unit)]	Purpose & Justification	Total Cost

Total Amount Requested for Other:

	<b>\$0</b>
--	------------

## **Attachment D – Contractor’s Original Application**



**Chris Traylor, Executive Commissioner**

**Open Enrollment For**

***Family Planning Program***

**Enrollment Number: 529-16-0102**

**Enrollment Period Opens: 05/27/2016**

**Enrollment Period Closes: 07/12/2016**

**NIGP Class/Item Code:**

**952-42**

**948-47**

**948-48**

**918-88**

**924-16**

**948-26**

**948-55**

**948-74**

**948-81**

**Texas Health and Human Services Commission – Family Planning FY17 Open Enrollment**  
**FORM A: FACE PAGE**

*This form requests basic information about the Applicant and project, including the signature of the authorized representative.  
The face page must be completed in its entirety.*

APPLICANT INFORMATION			
1) LEGAL BUSINESS NAME: <b>BELL COUNTY PUBLIC HEALTH DISTRICT</b>			
2) MAILING Address Information (include mailing address, street, city, county, state and zip code): <b>PO BOX 2149</b> <b>Temple, Texas 76503-2149</b>			
3) PAYEE Name and Mailing Address (if different from above):			
4) DUNS Number (9-digit): <b>08-387-2259</b>		5) Health and Human Service Region: <b>7</b>	
6) Federal Tax ID No. (9 digit), State of Texas Comptroller Vendor ID No. (14 digit) or Social Security Number (9 digit): <b>746000348</b>			
<small>*The Applicant acknowledges, understands and agrees that the Applicant's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.</small>			
7) TYPE OF ENTITY (check all that apply):			
<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Other Political Subdivision <input type="checkbox"/> State Agency <input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Nonprofit Organization* <input type="checkbox"/> For Profit Organization* <input type="checkbox"/> HUB Certified <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Minority Organization <input type="checkbox"/> Faith Based (Nonprofit Org)	<input type="checkbox"/> Individual <input type="checkbox"/> Federally Qualified Health Centers <input type="checkbox"/> State Controlled Institution of Higher Learning <input type="checkbox"/> Hospital <input type="checkbox"/> Private <input checked="" type="checkbox"/> Other (specify): <b>Health District</b>	
<small>*If incorporated, provide 10-digit charter number assigned by Secretary of State:</small>			
8) BUDGET PERIOD:		Start Date: <b>July 1, 2016</b>	End Date: <b>August 31, 2017</b>
9) COUNTIES SERVED BY FAMILY PLANNING PROJECT: (complete Form C: Texas Counties and Regions) <b>BELL</b>			
10) PRIMARY PLACE OF SERVICES PROVIDED: <b>509 S. 9<sup>th</sup> Street, Temple, TX 76504</b>			
11) TOTAL FUNDING REQUESTED: <b>759,626</b>		13) FAMILY PLANNING (FP) PRIMARY CONTACT PERSON	
Fee for Service: <b>456,000</b>	Categorical: <b>303,626</b>	Name: <b>Chelo Elliott, RN, WHNP-BC</b>	
12) PROJECTED EXPENDITURES		Phone: <b>254-778-4766</b>	
Does Applicant's projected federal expenditures exceed \$500,000, or its projected state expenditures exceed \$500,000, for Applicant's current fiscal year (excluding amount requested in line 9 above)? **		Fax: <b>254-778-2912</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/>		Email: <b>cellriott@bellcountyhealth.org</b>	
<small>**Projected expenditures should include anticipated expenditures under all federal grants including "pass through" federal funds from all state agencies, or all anticipated expenditures under state grants, as applicable.</small>		14) FINANCIAL OFFICER	
		Name: <b>Judy Porubsky, MPH</b>	
		Phone: <b>254-773-4457</b>	
		Fax: <b>254-773-7535</b>	
		Email: <b>jporubsky@bellcountyhealth.org</b>	
The facts affirmed by me in this proposal are truthful and I warrant the Applicant is in compliance with the assurances and certifications contained in APPENDIX I: HHSC Assurances and Certifications. I understand the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the Applicant and I (the person signing below) am authorized to represent the Applicant.			
15) AUTHORIZED REPRESENTATIVE		16) SIGNATURE OF AUTHORIZED REPRESENTATIVE	
Name: <b>Bonnie Scurzi, RN, WHNP-BC</b>			
Title: <b>Director</b>		17) DATE	
Phone: <b>254-773-4457</b>		June 14, 2016	
Fax: <b>254-773-7535</b>			
Email: <b>bscurzi@bellcountyhealth.org</b>			

**Form A-1 -- APPLICATION NARRATIVE**

**1. Provide the job descriptions (including specific duties) for the following key employees in the space provided:**

➤ **Quality Assurance/Quality Improvement personnel (Health Authority/Medical Director, Director of Nurses, Nurse Practitioner, Registered Nurse, Licensed Vocational Nurse, Medical Assistant, Clerk):**

BELL COUNTY PUBLIC HEALTH DISTRICT  
POSITION DESCRIPTION  
HEALTH AUTHORITY/MEDICAL DIRECTOR

June 25, 2012

I. Position Title and Classification: Health Authority/Medical Director / Physician - Part-time

GENERAL DESCRIPTION:

Functions as the Medical Director for health services and Health Authority/Medical Director for Bell County Public Health District.

WORKING HOURS:

Three hours per month at 509 S. 9<sup>th</sup> Street Temple / 309 N. 2<sup>nd</sup> Street, Killeen.

DUTIES AND RESPONSIBILITIES:

Utilizing acquired medical skills as a licensed and Board Certified Family Medicine physician shall:

1. Serve as the Health Authority for the Health District;
2. Provide medical coverage of current standing delegation orders pertaining to Immunizations, Sexually Transmitted Diseases, emergencies, Tuberculosis, Epidemiology, Family Planning services, and limited Maternity (pregnancy testing and counseling only);
3. Be on site on a scheduled basis for consultation with Director/NP's;
4. Be available by phone for consultation with nursing personnel regarding health issues when not on site;
5. Perform annual review and approve all standing delegation orders;
6. Review and approve protocols of medical treatment and procedures;
7. Evaluate and update Policies and Procedures annually;
8. Provide periodic onsite review of clinic performance and record documentation;
9. Represent the Health District in Public Health situations;
10. Assist the Health District in relation to disease prevention and suppression;
11. Confer with Pharmacist-in-Charge annually;
12. Perform other duties as prescribed by state law; and
13. Coordinate hours of service with the Director of Nurses.

KNOWLEDGE REQUIRED TO PERFORM THE JOB:

Licensed Physician in the State of Texas

SKILLS REQUIRED TO PERFORM THE JOB:

Ability to practice medicine with training in Primary Care and Women's Health;

SPECIAL REQUIREMENTS:

1. Physician must turn over to the agency any income for services on behalf of the agency.
2. County Public Health District agrees to provide liability insurance in the amount of \$500,000 to \$1,000,000.

MINIMAL QUALIFICATIONS:

A physician licensed to practice medicine by the State Board of Medical Examiners for the State of Texas.

I have read and understand my job description. I have received a copy of my job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

BELL COUNTY PUBLIC HEALTH DISTRICT  
POSITION DESCRIPTION  
DIRECTOR OF NURSES

Revision Date: September 1, 2013

I. Position Title and Classification: Director of Nurses  
Nurse IV or Nurse V

GENERAL DESCRIPTION:

Responsible for administrative nursing services. Under direction of the Health Authority/Medical Director of the Health District and the District Director, in consultation with specific programs of the Texas Department of State Health Services (DSHS) and Women's Health and Family Planning Association of Texas (WHFPT), is responsible for planning, developing and coordinating a program of nursing service in accordance with policies, procedures and objectives of the Health District, DSHS, and WHFPT. The program of nursing service must conform to the specific requirements set forth by program contracts issued by the Health District, DSHS, and WHFPT.

WORKING HOURS:

Monday - Thursday 7am. - 4:30pm.  
Friday - 7am. - 11am.  
Evening and Weekend hours required

**ESSENTIAL FUNCTIONS:**

1. Serves as a nursing advisor to administrative personnel; and assists in general policy and program formulation for the Health District in the following program areas: Family Planning, Tuberculosis, Sexually Transmitted Diseases, Immunizations, and Community Outreach Education.
2. Participates in development and implementation of the Philosophy, goals, objectives, and standards utilized by the Medical/Nursing division.
3. Interprets nursing functions and policies of the Health District to persons and groups within the agency as well as to other organizations.
4. Collaborates with nursing school faculty to coordinate and provide for appropriate student clinical experience in public health.
5. Recruits and interviews nursing personnel applicants, consults and plans with the Director and Health Authority/Medical Director for employment.
6. Institutes orientation system for nursing personnel.
7. Evaluates performance of nursing staff and makes recommendations for promotion, change of status, and dismissal.
8. Maintains compliance of practice standards set forth by ANA, TMB, WHFPT, and DSHS.
9. Participates in QA/QI program including setting criteria, audit of records and instruction and involvement of all nursing staff in program.
10. Plans, coordinates, and implements a program of supervision and consultation to meet current nursing staff needs
11. Evaluates the quality and productivity of service through analysis of statistical studies and performance evaluation reports.
12. Plans, coordinates and implements a program of supervision and consultation to meet the needs of patient care.
13. Responsible for implementation and maintenance of records and reports used to support and document nursing activities.
14. Assists in preparation of statistical, quarterly, and special reports.
15. Exercises initiative conducting studies and research in the field of nursing and participates in departmental research studies and projects.
16. Stimulates nursing personnel to further their academic preparation and encourages active participation in professional organizations.
17. Plans and arranges for continued services while nurses are on annual, sick, or educational leave.
18. Assists Administrative Personnel in the written application/reapplication for grant funding.
19. Performs other activities as required by the Director and dictated by programmatic needs.
20. Participates in preparedness planning and execution.
21. Serves as the Pharmacy Manager and is responsible for all pharmacy functions and assures compliance with all Pharmacy Board Rules. Ensures compliance with all policies and procedures associated with operating a Class D pharmacy.

KNOWLEDGE REQUIRED TO PERFORM THE JOB:

Thorough knowledge and skill in professional nursing; in public health nursing, public health administration and in the overall and significant aspects of the work of the Health District and the Texas Department of State Health Services.

SKILLS / ABILITIES REQUIRED TO PERFORM THE JOB:

Ability to perceive and identify trends and developments in public health nursing, public health administration and in nursing education and interpret and apply these trends and developments to the Texas situation; to assess accurately the public health nursing needs of Texas and assume a leadership role in stimulating appropriate administrative and public action to meet those needs, to assume leadership responsibility in promoting and securing qualified personnel and high level standards of nursing practices; to delegate responsibility and authority; to encourage independent judgment; to inspire creative thinking and constructive action; to communicate effectively, and obtain and utilize consultant resources to strengthen and improve the nursing program.

SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:

Potential occupational exposure risks to bloodborne pathogens exist. Increased risk for exposure to and possible transmission of vaccine-preventable diseases/Tuberculosis

The following Immunizations are required by the Health District:

Hepatitis B series (documentation of 3 doses. Unimmunized new employees must complete a 3-dose series and post-vaccination test showing immunity. If test result is negative, up to 3 additional doses of vaccine may be required.

MMR (2 doses or evidence of immunity to measles, mumps, and rubella).

Varicella (2 doses, reliable hx of disease, or evidence of immunity to chickenpox)

Td (complete series with 1 booster dose every 10 years).

Mantoux tests are required on employment, annually, intervals based on degree of risk, post exposure, or if symptomatic. If symptomatic, will be referred for chest x-ray.

Recommended:

Influenza (1 dose annually)

Pneumococcal (1 dose for persons 65 and older)

MINIMAL QUALIFICATIONS:

1. Licensed to practice as Registered Nurse in Texas. A Master of Science degree or a Master of Public Health from an accredited college or university. Five (5) years of full-time experience in nursing at least one (1) year of which must have been in a nursing administrative, consultation, or supervisory position.  
OR
2. Licensed to practice as a Registered Nurse in Texas. A Bachelor of Science degree from an accredited college or university. Five (5) years

of full-time experience in nursing, at least two (2) of which must have been in a nursing administration, consultation, or supervisory position.

I have read and understand the contents of my job description. I have received a copy of my job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**BELL COUNTY PUBLIC HEALTH DISTRICT  
POSITION DESCRIPTION  
NURSE PRACTITIONER**

Revision Date: April 6, 2016

I. Position Title and Classification: Nurse Practitioner  
Nurse II, III, or IV

**GENERAL DESCRIPTION:**

Functions as a Nurse Practitioner providing primary health services under the general supervision of the Director of Nursing Services. Under direction plans, coordinates, organizes, and provides health care services within the expanded nursing functions of a specialty role requiring Advanced Practice Nurse Practitioner clinical skills. In collaboration with the Health Authority/Medical Director and understanding delegation orders manages the medical aspects of care. Participates in evaluating the quality and outcomes of the primary health care services provided. May have supervisory responsibility for orientation, teaching and evaluation of others assigned to assist the Nurse Practitioner in the delivery of health care services within the area of specialty.

**WORKING HOURS:**

Monday - Thursday 7am. - 4:30pm.  
Friday - 7am. - 11am.  
Evening and Weekend hours required

**DUTIES AND RESPONSIBILITIES:**

1. Under the supervision of the Health Authority/Medical Director, utilizing acquired nursing skills as a certified Women's Health or Family Nurse Practitioner shall perform physical examinations on Family Planning patients.
2. Identifies the physical, social, and emotional needs of individuals and families through systematic assessment utilizing professional skills, health history, physical evaluation laboratory and other assessment tools.
3. Interprets information collected in the health status assessment to define and implement a plan of care, determine appropriate interactions and prescribe medication and/or treatment per medical protocols or standing delegation orders.
4. Shares responsibility for the orientation, teaching and supervision of nursing and other personnel, in initial patient education, specific method and problem

- counseling and clinic procedures in Family Planning.
5. Be familiar with all required areas, policies and procedures of Family Planning, TB and STD as well as all other areas of nursing in the Health District.
  6. Impart information about services in a manner consistent with policies and functions of the agency to professional health care providers and organizations, and other community groups as well as participate in community health promotion efforts through teaching and counseling.
  7. Provide relief nursing services for all nursing personnel in Family Planning, STD, Immunization, and Tuberculosis as required.
  8. Apply epidemiological methods for disease control to individuals, families and communities.
  9. Functions as resource person, role model and consultant for other Nurse Practitioners and Registered Nurses in the area of specialty. Consults with immediate supervisor regarding developments within the specialty that affect nursing.
  10. Performs other related duties as assigned.

**KNOWLEDGE REQUIRED TO PERFORM THE JOB:**

Considerable knowledge of public health theory and practices of professional nursing theory, procedures, and techniques, especially regarding Women's Health, STD's, and Prenatal; of the extent and limitations of delegated authority as defined by the protocol developed jointly between the Health Authority/Medical Director and the Nurse Practitioner; of the rules of prescriptive authority; of the legal implications of the practice of nursing and of State and Federal laws and health codes which affect client care; of agency guidelines pertaining to the provision of health care by the Nurse Practitioner.

**SKILLS REQUIRED TO PERFORM THE JOB:**

Comprehensive skill in the use of Advanced Practice Nursing techniques and procedures necessary to provide health care for men and women; in educating clients concerning their health needs.

**ABILITIES REQUIRED TO PERFORM THE JOB:**

Ability to function in the expanded role of Nurse Practitioner. Demonstrates appropriate utilization of supervisory and consultative skills. Ability to function as a resource person, role model and preceptor for Nurse Practitioner students. Ability to collect, analyze and interpret data as related to Women's Health care, to initiate and manage a therapeutic regimen for selected health problems in accordance with the established protocols; to provide for continuity of care to clients; to evaluate health care provided and modify as needed; to recognize when to refer the patient / client to a physician or other health care provider(s).

**SPECIAL INSTRUCTION, SCREENING CRITERIA, REMARKS:**

Valid Texas Driver's License  
Maintain Basic Cardiac Life Support Certification  
Must have own automobile

**SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:**

Potential occupational exposure risks to bloodborne pathogens exist.  
Increased risk for exposure to and possible transmission of vaccine-preventable diseases/Tuberculosis

The following Immunizations are required by the Health District:

Hepatitis B series (documentation of 3 doses). Unimmunized new employees must complete a 3-dose series and post-vaccination test showing immunity. If test result is negative, up to 3 additional doses of vaccine may be required.

MMR (2 doses or evidence of immunity to measles, mumps, and rubella)

Varicella (2 doses, reliable hx of disease, or evidence of immunity to chickenpox)

Td (complete series with 1 booster dose every 10 years).

Mantoux tests are required on employment, annually, intervals based on degree of risk, post exposure, or if symptomatic. If symptomatic, will be referred for chest x-ray.

Recommended:

Influenza (1 dose annually)

Pneumococcal (1 dose for persons 65 and older)

**MINIMAL QUALIFICATIONS:**

Licensed to practice as a Registered Nurse in Texas and approved as a Nurse Practitioner by the Texas Board of Nurse Examiners in a specialty approved for use in the Bell County Public Health District.

I have read and understand the contents of my job description. I have received a copy of my job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**BELL COUNTY PUBLIC HEALTH DISTRICT  
POSITION DESCRIPTION  
PUBLIC HEALTH STAFF NURSE**

Revision Date: April 8, 2013

I. Position Title and Classification: Public Health Staff Nurse  
RN I, II, or III

**GENERAL DESCRIPTION:**

Responsible for performance of general nursing services in the primary areas of Immunizations, Sexually Transmitted Disease, Family Planning, Tuberculosis, and Disease Surveillance. Work is performed under the administrative supervision of the

Director of Nurses and Health Authority/Medical Director.

**WORKING HOURS:**

Monday - Thursday 7am. - 4:30pm.  
Friday - 7am. - 11am.  
Evening and Weekend hours required

**DUTIES AND RESPONSIBILITIES:**

1. Utilizes the nursing process to identify physical, social and emotional health needs of individuals and families.
2. Develops a plan of care which is based on nursing diagnosis and medical diagnosis to achieve client outcomes.
3. Provides individualized care for clients attending specific clinics.
4. Assumes responsibility for managing activities to attain effective clinical environment.
5. Reassesses effectiveness of nursing care delivered based on original or revised care plan.
6. Provides care in a cost effective manner by judicious use of supplies and equipment and careful documentation of supply use.
7. Performs nursing actions that demonstrate professional accountability.
8. Participates in research and educational activities.
9. Adheres to personnel, nursing and administrative policy.
10. Promotes public health services by maintaining effective and responsive communication with community authorities and resources.
11. Performs specific duties outlined per clinic specialty:  
Clinics: Tuberculosis, Immunizations, Sexually Transmitted Diseases, Family Planning  
Duties: Performs history intake, utilizes appropriate forms/consents, performs phlebotomy and has knowledge of required lab work based on client need, assists Nurse Practitioner in clinic during client's physical exam, performs STD exams on males, females, dispenses medications/administers vaccines and contraceptive supplies per protocol/SDO's, performs exit interview, counsels/educates according to individual client needs, and has adequate knowledge base related to primary nursing areas, demonstrates appropriate documentation of all relevant/pertinent nursing actions, performs appropriate follow-up of abnormal lab/conditions/exams, and demonstrates accountability for all nursing actions.
12. Must be knowledgeable and responsible for following all policies, procedures, protocols, and standing delegation orders set forth in the following manuals- Administrative, Family Planning, STD, Tuberculosis, HIV, Immunization, Disease Surveillance, Quality Assurance, and Laboratory.
13. Performs other duties as required or requested within the realm of the employee's qualifications.

**KNOWLEDGE REQUIRED TO PERFORM THE JOB:**

General knowledge of professional nursing techniques, basic sciences and interviewing techniques, knowledge of principles and practices of public

health nursing, family and group relationships, teaching methods and management techniques.

**SKILLS REQUIRED TO PERFORM THE JOB:**

Ability to perform general and public health nursing. Ability to work productively with individuals, other professionals and community officials and groups. Ability to communicate effectively utilizing written and oral skills. Ability to perform phlebotomy. Ability to utilize skills associated with supervision and consultation in designated clinical areas.

**ABILITIES REQUIRED TO PERFORM THE JOB:**

Requires ability to lift clinic supplies, educational materials and machines. Prolong standing, sitting and driving required.

**SPECIAL INSTRUCTION, SCREENING CRITERIA, REMARKS:**

Valid Texas Driver's License  
Must have own automobile  
Maintain Basic Cardiac Life Support Certification

**SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:**

Potential occupational exposure risks to bloodborne pathogens exist. Increased risk for exposure to and possible transmission of vaccine-preventable diseases /Tuberculosis

The following Immunizations are required by the Health District:

Hepatitis B series (documentation of 3 doses). Unimmunized new employees must complete a 3-dose series and post-vaccination test showing immunity. If test result is negative, up to 3 additional doses of vaccine may be required.

MMR (2 doses or evidence of immunity to measles, mumps, and rubella)

Varicella (2 doses, reliable hx of disease, or evidence of immunity to chickenpox)

Td (complete series with 1 booster dose every 10 years).

Mantoux tests are required on employment, annually, intervals based on degree of risk, post exposure, or if symptomatic. If symptomatic, will be referred for chest x-ray.

Recommended:

Influenza (1 dose annually)

Pneumococcal (1 dose for persons 65 and older)

**MINIMAL QUALIFICATIONS:**

1. Licensed to practice as a Registered Nurse in Texas and one (1) year of full-time, paid employment as an ADN, or Diploma graduate.
2. Licensed to practice as a Registered Nurse in Texas. A bachelor's degree in nursing from an accredited college or university with one (1) year of full-time, paid employment as a practicing RN.

NOTE: Nurse levels I, II, III on the pay scale are levels of promotion.

Entrance levels for new employees are based on education, years of nursing experience, position to be filled, and current budget for the year. Promotions occur as a result of increased job responsibilities and job performance (merit increases) in relation to longevity of service.

I have read and understand the contents of my job description. I have received a copy of my job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

BELL COUNTY PUBLIC HEALTH DISTRICT  
POSITION DESCRIPTION  
PUBLIC HEALTH STAFF NURSE

Revision Date: April 6, 2016

I. Position Title and Classification: Licensed Vocational Nurse  
LVN I or LVN II

GENERAL DESCRIPTION:

Performs advanced technical nursing duties and assists with other related duties involved in providing ambulatory client care in a clinic within the Health District. Duties may include explaining programs offered by the Health District to individuals and organizations. The activities of the vocational nurse are based on his/her educational preparation and experience. Work is performed under the administrative supervision of the Director of Nurses and Health Authority/Medical Director.

WORKING HOURS:

Monday - Thursday 7am. - 4:30pm.  
Friday - 7am. - 11am.  
Evening and Weekend hours required

ESSENTIAL FUNCTIONS:

1. Performs appropriate nursing tasks in all clinics.
2. Interviews patients or relatives to obtain appropriate health history and/or immunization status.
3. Performs screening tests for which he/she has been prepared by education and experience, including venipuncture and finger sticks.
4. Utilizes community relationships to contribute to better public understanding of health services.
5. Provides medication according to agency policy and as ordered by a nurse practitioner per standing delegation orders - oral and injectables.
6. Takes vital signs and measurements; records findings in EHR or on appropriate forms.
7. Implements patient teaching according to standing delegation orders.
8. Maintains records and prepares reports as required by nursing administration.

9. Performs follow-up of abnormal conditions per policies/procedures.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge and ability to perform nursing procedures for which the vocational nursing course has provided the necessary degree of skill and judgment; performance shall be limited to those acts for which he/she has been prepared.
- Knowledge of clinic and office operations.
- Ability to observe general physical condition of patients to detect signs of abnormalities. Ability to communicate effectively. Ability to record observations completely, accurately, legibly, and concisely.
- Knowledge of agency policies, procedures, protocols, and standing delegation orders.
- Knowledge of fundamental principles of human behavior and an appreciation of the effects of stress upon individuals and groups.
- Ability to work within the team concepts in relation to nursing.
- Knowledge of need to refer specific situations to Registered Nurse for disposition.

**SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:**

Potential occupational exposure risks to bloodborne pathogens exist.  
Increased risk for exposure to and possible transmission of vaccine-preventable diseases/Tuberculosis

The following Immunizations are required by the Health District:

Hepatitis B series (documentation of 3 doses). Unimmunized new employees must complete a 3-dose series and post-vaccination test showing immunity. If test result is negative, up to 3 additional doses of vaccine may be required.

MMR (2 doses, reliable hx of disease, or evidence of immunity to chickenpox)

Td (complete series with 1 booster dose every 10 years).

Mantoux tests are required on employment, annually, at intervals based on degree of risk, post exposure, or if symptomatic. If symptomatic, will be referred for chest x-ray.

Recommended:

Influenza (1 dose annually)

Pneumococcal (1 dose for persons 65 and older)

**MINIMAL QUALIFICATIONS:**

Licensed to practice as a vocational nurse in Texas, plus one (1) year of full-time, paid employment as a licensed vocational nurse.

NOTE: Level II may be an entry level or level of promotion.

Entrance levels for new employees are based on education, years of nursing experience, position to be filled, and current budget for the year.

Promotions are based on increased job responsibilities and job performance (merit increases) in relation to longevity of service.

I have read and understand the contents of my job description. I have received a copy of my job description.

Signature of Employee

Date \_\_\_\_\_

# BELL COUNTY PUBLIC HEALTH DISTRICT

## POSITION DESCRIPTION

### MEDICAL ASSISTANT

Revision Date: April 13, 2016

I. Position Title and Classification: Medical Assistant  
Level I or II

GENERAL DESCRIPTION:

Performs administrative and clinical tasks and assists with other related duties involved in providing ambulatory client care in a clinic within the Health District. Duties may include explaining programs offered by the Health District to individuals/organizations. The activities of the medical assistant are based on his/her educational preparation and experience. Work is performed under the administrative supervision of the Director of Nurses, Health authority, and direct supervision by a registered or licensed vocational nurse.

WORKING HOURS:

Monday - Thursday 7am. - 4:30pm.  
Friday - 7am. - 11am.  
Evening and Weekend hours required

## ESSENTIAL FUNCTIONS:

## Administrative

- Assist DON as needed
- Schedule appointments
- Send letters
- Develop educational materials
- Referrals
- Follow-up
- 

## Clinical

- Escort patient to exam room
- Carry out patient history interviews
- Take and record vital signs
- Prepare patient for examination
- Provide patient information/instructions

- Educate patients about procedures
- Notify patients of laboratory results
- Assist with medical examinations/surgical procedures
- Set up/clean patient rooms
- Maintain inventory
- Restock supplies in patient rooms
- Instruct patients about medications
- Clean, run, perform maintenance on autoclave

**Advanced duties**

- Collect and prepare basic laboratory tests /specimens
- Prepare/administer specified oral/intramuscular medications
- Perform venipuncture
- Administer Immunizations

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of clinic and office operations.
- Ability to observe general physical condition of patients to detect signs of abnormalities.
- Ability to communicate effectively
- Ability to interact effectively and in a supportive manner with persons of all backgrounds.
- Ability to record observations completely, accurately, legibly, and concisely.
- Knowledge of agency policies/procedures/protocols/standing delegation orders contained within the following manuals-Family Planning, Tuberculosis, Sexually Transmitted Diseases, Disease Surveillance, Administrative, Quality Assurance, Immunization, and Laboratory.
- Knowledge of fundamental principles of human behavior and an appreciation of the effects of stress upon individuals and groups.
- Ability to work within the team concepts.
- Knowledge of need to refer specific situations to RN or LVN for disposition.
- Computer skills to include Microsoft Word and Excel, 35 WPM, NextGen/EMR experience a plus
- Excellent telephone patient service skills.
- Ability to work efficiently and effectively.
- Ability to work well under pressure, multi-task and handle stress well.
- Excellent written and verbal communication skills.

**SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:**

Potential occupational exposure risks to bloodborne pathogens exist. Increased risk for exposure to and possible transmission of vaccine-preventable diseases/Tuberculosis

The following Immunizations are required by the Health District:

Hepatitis B series (documentation of 3 doses). Unimmunized new employees must complete a 3-dose series and post-vaccination test showing immunity. If test result is negative, up to 3 additional

doses of vaccine may be required.

MMR (2 doses, reliable hx of disease, or evidence of immunity to chickenpox)

Td (complete series with 1 booster dose every 10 years).

Mantoux tests are required on employment, annually, intervals based on degree of risk, post exposure, or if symptomatic. If symptomatic, will be referred for chest x-ray.

Recommended:

Influenza (1 dose annually)

Pneumococcal (1 dose for persons 65 and older)

**MINIMAL QUALIFICATIONS:**

1. High School Diploma or equivalent.
2. Current valid certification as a Medical Assistant.
3. One year of experience as a Medical Assistant and receptionist in a healthcare setting.

NOTE: Level II may be an entry level or level of promotion.

Entrance levels for new employees are based on education, years of experience, position to be filled, and current budget for the year.

Promotions are based on increased job responsibilities and job performance (merit increases) in relation to longevity of service.

I have read and understand the contents of my job description. I have received a copy of my job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

➤ **Eligibility Staff (Family Planning Clerk):**

**BELL COUNTY PUBLIC HEALTH DISTRICT  
POSITION DESCRIPTION  
CLERK**

Revision Date: April 6, 2016

I. Position Title and Classification: Clerk  
Clerk I, II, or III

**GENERAL DESCRIPTION:**

Responsible for performing designated services within a clinical setting. Refer to essential functions for definition of designated services. Services are provided at the Killeen and Temple office locations. Services are performed in the Family Planning, Sexually Transmitted Diseases, and

immunization clinics. Services are provided under the direct supervision of the nursing supervisors and/or the Director of Nurses.

**WORKING HOURS:**

Monday - Thursday 7am. - 4:30pm.  
Friday - 7am. - 11am.  
Evening and Weekend hours required

**ESSENTIAL FUNCTIONS:**

- Serves as receptionist/Responsible for Phones
- Responsible for Client Appointment System
- Custodian of Medical Records
- Maintains Medical Record File System
- Responsible for data collection/retrieval
- Generates reports per request of nursing administration
- Photocopying, typing, word processing, and computer duties as needed.
- Responsible for Fee Collection per Health District Admin Policy
- Responsible for Mail Distribution
- Responsible for Medical Nursing/Office Supplies
- Responsible for completion of Laboratory specimen forms
- Responsible for posting Lab results according to protocol
- Responsible for determining client eligibility per DSHS/HHSC/WHFPT guidelines

**SKILLS/ABILITIES TO PERFORM THE JOB:**

Ability to interact appropriately with clients/co-workers. Ability to understand the importance of medical confidentiality. Ability to prioritize time and responsibilities. Ability to take direction from authority. Basic office skills and use of general office machines.

**SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:**

- Valid Texas driver's license
- Must have own automobile
- Must have telephone
- Requires ability to lift clinic supplies, educational materials and machines
- Prolonged standing, sitting, or driving may be required
- Increased risk for exposure to and possible transmission of vaccine-preventable diseases/Tuberculosis
- Must have appropriate Immunizations according to BCPHD policy.
- Limited access to clinical exam/lab areas containing biohazardous material-must be under direct supervision of nursing staff personnel.

**MINIMAL QUALIFICATIONS:**

GED or high school diploma

Note: The levels I, II, III indicate entry level/promotion status as a result of job performance, job responsibilities, and merit increases in relation

to longevity of service.

I have read and understand the contents of my job description. I have received a copy of my job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

- **Data Collection Staff (Billing Clerk):**
- **Billing Staff (Billing Clerk):**

**BELL COUNTY PUBLIC HEALTH DISTRICT  
POSITION DESCRIPTION  
BILLING CLERK**

October 2013

Position Title and Classification:      Admin Tech II  
Starting position 10/1

**GENERAL DESCRIPTION:**

Reports directly to the Charge Nurse in the Temple Clinic. Responsible for: all billing functions, all supplies and forms ordering/maintenance, bill reconciliation, computer issues, arranging building and copier maintenance, clinic back up, various clerical / word processing duties, and assisting the charge nurse as needed. Job duties vary based on needs – may have extra job duties as assigned.

**WORKING HOURS:**

Monday - Thursday 7am. - 4:30pm.  
Friday - 7am. - 11am.  
Evening and Weekend hours required

**ESSENTIAL FUNCTIONS:**

All Family Planning Billing functions (billing and reimbursement for all visits & procedures)

- Family Planning and Pregnancy Test Monthly Activity Report monthly
- Reconcile R&S Reports
- Reconcile Accepted / Rejected Reports
- Record billing amounts
- Record checks received and send copies to CFO (X, XIX)
- Responsible for Client Appointment System
- Custodian of Medical Records
- Maintains Medical Record File System
- Responsible for data collection/retrieval
- Generates reports per request of nursing administration

Reconcile bills

- Center for Disease Detection
- Scott and White Reference Lab

Supplies

- Ordering and maintenance of stock levels for clinic, paper and office supplies
- Receive and stock supplies upon arrival
- Order forms from printer
- Return expired meds
- Order pamphlets and fliers
- Return expired contraceptives and medications to supplier
- Order all medications and contraceptives
- Order state supplies through computer system

Computer contact for Medical/Nursing division

- Assist with computer problems (lockouts, minor issues)

Clinic back up

- Appointments
- Family Planning Clinic – as needed
- Mail lab specimens – as needed

Building Maintenance Contact

- Building issues
- Photocopier issues

Update / revise / devise forms / logs as needed

- Assist with annual update of schedule of discounts

OTHER FUNCTIONS (as needed)

- Serves as receptionist/Responsible for Phones
- Photocopying, typing, word processing, and computer duties as needed.
- Responsible for Fee Collection per Health District Admin Policy
- Responsible for Mail Distribution
- Responsible for completion of Laboratory specimen forms
- Responsible for posting Lab results according to protocol

KNOWLEDGE / SKILLS / ABILITIES REQUIRED TO PERFORM THE JOB

High School diploma or higher. Must be able to type accurately at least 40 wpm. Accurate spelling skills. Good communication skills. Ability to be flexible and patient in high stress environment. Ability to interact appropriately with clients/co-workers. Ability to understand the importance of medical confidentiality. Ability to prioritize time and responsibilities. Ability to take direction from authority. Basic office skills and use of general office machines.

Necessary technical skills outlined below.

Microsoft Word/Works/Excel/Power Point/Outlook/Internet Explorer/PDF files

- Basics of the programs

- Knowledge to navigate within the programs

- Knowledge to change and/or revise within these programs

Ahlers

Knowledge of program function and maintenance

SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:

1. Valid Texas driver's license
2. Must have own automobile
3. Must have telephone
4. Requires ability to lift clinic supplies, educational materials and machines
5. Prolonged standing, sitting, or driving may be required
6. Increased risk for exposure to and possible transmission of vaccine-preventable diseases/Tuberculosis
7. Must have appropriate Immunizations according to BCPHD policy.
8. Limited access to clinical exam/lab areas containing biohazardous material-must be under direct supervision of nursing staff personnel.

I have read and understand the contents of my job description. I have received a copy of my job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**2. In the space provided, Applicant must provide a summary of how it will ensure compliance with the Program Requirements contained in Section 2 of this open enrollment:**

The Bell County Public Health District is a local health district in Central Texas that provides diverse services to citizens of Bell County. They have provided Women's Health and Family Planning Services to the women of Bell County since 1974, and became a Title XIX provider in 1975. The Health District is currently a Texas Women's Health Program (TWHP) provider and has been since the program began. Over the past 42 years, the Health District has acquired the knowledge and skills to provide quality Women's Health and Family Planning services to the priority populations. The Health District proposes to provide Women's Health and Family Planning services to eligible females and males at Temple and Killeen clinics in Bell County. The priority population to be served is men and women who have income at or below 250% of the Federal Poverty Level (FPL), are age sixty-four or younger, and reside in Texas

The Health District has two fully functioning clinics that provide Family Planning services. The clinics are located in local neighborhoods, and are in different areas of the county affording rural and urban clients access to services at a location of their choice. Health District operations are supported by the Director, Chief Financial Officer (CFO), Board of Health, Health Authority/Medical Director, and Director of Nurses (DON). The DON has been actively involved with primary nursing program grants since her employment in May 1990. The duties of the DON include, but are not limited to, development of operations manuals; writing and updating all Family Planning policies and procedures and ensuring they are in accordance with program guidelines;

personnel management; coordination of staff training; coordination of all program related activities; developing and instituting quality management controls and review processes; and monitoring use of State/Federal contractual funds.

The Health District has 100 employees, 29 are in the Medical/Nursing Division, and 18 of which provide Women's Health and Family Planning services. These 18 staff consists of two Nurse Practitioners, three Registered Nurses, two Licensed Vocational Nurses, one Certified Medical Assistant, and ten clerks. The Director of Nurses (DON) is the director for the Family Planning program, and functions as a Nurse Practitioner in the Temple clinic. The Nurse Practitioners are responsible for the provision of care to Family Planning clients. Designated nurses are responsible for the tracking and follow-up of Family Planning clients with abnormal lab results or exam findings. Registered Nurses, Licensed Vocational Nurses, and Certified Medical Assistants provide the history intake, lab and education services. Nurses are available to answer client questions and address problems, both in person and by phone. Staff is cross-trained in multiple positions to ensure continuity of care. Nine of the clerks are capable of functioning as Spanish language interpreters. One NP and one LVN also speak Spanish. The Health District employs an interpretation service for clients who speak languages other than English or Spanish. The Health District has staff to maintain adequate clinical coverage. There is a billing clerk whose primary function is to handle all billing aspects of the Family Planning program. Each clinic site has sufficient office space for each administrative and clinical employee, and employees are equipped with necessary computers and associated internet and email services. The Health District has Class D Pharmacies in each clinic and employs a local pharmacist for consultative and pharmacy services.

Family Planning services will be provided to assist clients in obtaining low cost effective methods of fertility regulation, and to achieve optimal reproductive and general health. The Health District will provide services that include a thorough physical exam, lab tests, pregnancy testing, counseling, education, and screening for acute illnesses such as sexually transmitted diseases (STDs). Screening is done for chronic illnesses such as hypertension, diabetes and anemia, as well as cervical and breast cancer. Lab tests performed include height, weight, BMI, blood pressure, random blood sugar, hemoglobin, gonorrhea, chlamydia, syphilis, HIV, Pap smear, urinalysis, wet mounts and hemocult (some tests as indicated). Health District clinics have CLIA certificates of Waiver and Certificates to allow provider-performed microscopy procedures. HPV and cholesterol tests are done when ordered by the clinician. Health District Family Planning clients are offered all contraceptive methods on-site except sterilizations. A long-standing contract is in place with a local hospital to perform male and female sterilizations. Treatment for STD's, condyloma, urinary tract infections, and vaginal conditions is done in clinic. Both clinic sites operate a Class D pharmacy, allowing for clients to receive their contraception or medications at the time of visit. In addition to Family Planning services, the Health District provides Immunizations, Tuberculosis surveillance, STD testing and treatment, HIV counseling, testing, and referral; Women, Infants, and Children (WIC), Disease Surveillance, and Environmental Health and Food Protection services for the County.

Appointments are offered in 15-minute blocks for annual exams or return visits (for problems, additional education or counseling, rechecks and/or follow-up on previous issues). Pregnancy testing, contraception refills, and Delayed Physical Exams (DPE)

are provided during designated times and also on a walk-in basis. Family Planning appointments are available in the early morning, morning, and afternoon in each of the two Health District clinics. The early morning appointments are available to assist adolescents and working clients to be seen prior to having to go to work or school. Annual exam appointments can be obtained within two weeks, and return appointments can be obtained next clinic day. Clients have the option to be seen in either or both Health District clinics. The assurance of client access to care on a 24-hour basis currently exists via an answering service employed by the Health District for emergency contact.

Delayed Physical Exams are available to clients by appointment or on a walk-in basis. This service allows the client to receive contraception at first encounter without having to have an exam first. The exam is scheduled within six months after initiation of contraception. The client is counseled on contraceptive methods, and leaves with the method of choice (to include LARCs when appropriate). The availability of this option lessens the risk of unintended pregnancies. This is also convenient for clients referred from other agencies for contraception (where the client is up-to-date on their pelvic exam).

Staff provides education and information on Reproductive Life Plans, abstinence, Natural Family Planning, all other birth control methods including LARCs, Level-one infertility, and preconception. They also provide education on health promotion, disease prevention, healthy diet, exercise, weight loss, safe sex practices, and tobacco cessation. When dispensing a birth control method, education on risks, benefits, side effects, method of action, effectiveness, and instructions on correct use is done by qualified staff. Services to adolescents are provided by staff knowledgeable in adolescent growth and development. Services are geared to reduce barriers to care, provide readily available contraception, and assist adolescents in making responsible reproductive choices.

The Health District has an Outreach Educator who provides education to schools, agencies, and community groups on Family Planning Program, Healthy Texas Women Program, Health District services, and other topics. The Educator also provides a significant amount of Immunization outreach in the community, so their time is split between the Immunization program and TWHP/Family Planning.

The Health District has Policy and Procedure Manuals in place in the areas of Administration, Family Planning, Pharmacy, Laboratory, Disease Surveillance and Exposure Control, Immunization, Sexually Transmitted Diseases, Infection Control, and Tuberculosis. The Health District has policies in place to ensure that clients are provided services without regard to race/ethnicity, national origin, religion, creed, age, sex, disability, marital status, sexual preference, parenthood, or contraceptive method. The Health District currently has policies in place for staff to promote adolescent family involvement, access to care, and counseling regarding avoidance of sexual coercion. Health District personnel are required to adhere to laws and regulations regarding reporting of child sexual abuse.

The Health District has comprehensive Family Planning policies and procedures, standing delegation orders, and protocols in place and has received excellent program reviews from Department of State Health Services (DSHS) and Office of Population Affairs (OPA) in the past. Health District staff conducts Quality Assurance/Quality Improvement (QA/QI) activities in both clinics, and holds QA/QI Committee meetings

quarterly. The Health District has HIPAA Privacy and Security policies in place and utilizes a HIPAA compliant Electronic Health Record. All birth control methods are available on site except for sterilizations. Clients may have a Long Acting Reversible Contraceptive (LARC) inserted during their first appointment or as a walk-in, if indicated.

The Health District is financially sound. The Health District has a \$6 million operational budget and administrative staff successfully manages 17 program budgets in 5 divisions. The Health District has over \$2 million in reserves, so they have the financial capacity necessary to ensure service provision throughout the contract term. The Health District strives to utilize all awarded funds. The Chief Financial Officer (CFO) has been with the Health District for 32 years and has extensive experience devising and working with budgets. The DON and CFO work together on all Medical/Nursing division budgets and will collaborate to develop and execute the Family Planning Program budget. The DON, CFO and billing clerk maintain regular communication with regard to all aspects of the budget to ensure continuation of clinics and maintenance of staff. Staff carefully monitors reimbursements and expenditures to ensure the Health District is able to continue to provide services throughout the contract term. The Health District continues to see clients if contract funds are expended before the end of the contract term. The Health District has included a signed Family Planning Program Certification with this enrollment application. The Health District will comply with the reimbursement processes and reporting requirements outlined in the HHSC Family Planning Program Policies and Procedures Manual.

The CFO conducts the financial affairs of the Health District under the guidance of the Director, and in accordance with State and Federal fiscal management rules. The Health District utilizes the Sage Businessworks financial software that meets federal and state standards for expending and accounting for the agency funds. Financial policies and procedures are in place that outline the accounting methods utilized in the Health District. A chart of accounts and general ledger are set up for each separate funding source. All receipts and expenditures for each program are documented as a separate line item. Financial statements are prepared from the system, which lists all separate accounts per budget cost category. Any corrections to the general ledger are entered as a journal entry (no erasure or over-rides are permitted). Financial records are kept in locked cabinets in the CFO's office. The Health District complies with all fiscal requirements, and ensures a single audit is performed annually as required. Periodic cost analyses are conducted. The Health District provides liability coverage for nursing personnel, Health Authority/Medical Director, and Board of Health members.

The Health District employs a Texas licensed and Board Certified Family Medicine physician and Nexplanon Instructor as Health Authority/Medical (HA/MD) Director who oversees operations at all Health District clinics/sites/offices. They approve the standing delegation orders and protocols under which all nursing staff perform nursing activities and is responsible for the administration of State, Federal, and local laws relating to Public Health within the Health District. The Health Authority/Medical Director participates in Family Planning activities including but not limited to: reviewing medical records, serving as a member of the QA/QI committee, performing Nurse Practitioner evaluations, physician role in Sexually Transmitted Disease clinic, providing resource and direction for resolution of communicable diseases and vaccine preventable diseases occurring in Bell County, and determining the direction of all primary programs. The Health Authority/Medical Director is in the clinic monthly for NP

oversight and record review, and is available to nursing staff 24 hours a day for guidance and direction.

The Health District has a Fee Policy in place that outlines how eligibility screening, co-pay determinations, fee collection, and aging of accounts are handled. Client co-pays which are charged according to a schedule of discounts. Co-pays will not be collected from clients who are unable to pay, and clients will not be denied services if they cannot pay.

The Health District utilizes Ahlers and Associates to complete billing services and collect data for the Family Planning Annual Report. The billing clerk and DON are responsible for ensuring data collection is done accurately, and the required reports are submitted on time. Billing is done after each clinic and the information transmitted via secure systems to Ahlers. Back up of all billing data is done daily to secure servers maintained at each site. The Remittance and Status (R&S) reports are monitored and reconciled to ensure payment is received under the correct program for services rendered. Rejections and non-payments are re-billed or appealed as necessary. R&S reports are stored in locked cabinets.

Trainings are conducted upon hire and annually for all staff on HHSC Family Planning Program Policies and Procedures, Family Planning program client eligibility and billing, Contraceptive updates to include LARCs, Medicare/Medicaid Compliance; Laboratory Procedures/CLIA; Bloodborne Pathogens/Infection Control and Exposure; Sexual Coercion/Abuse Recognition/Reporting Policies and Practices; Limited English Proficiency; Nondiscrimination; Human Trafficking, HIPAA; Emergency Procedures; Title X Orientation, Random Moment Time Study, Freedom of Choice, and Research. The DON receives unlimited approval from the Director for all essential staff to attend training activities related to staff development to improve and/or enhance overall service provision. Continuing education will be sought for staff pertaining to contraception, LARCs, and provision of services in Family Planning topics.

The Health District contracts with Goldkey, an Information Technology company, who manages and maintains all computer software and hardware systems in the Health District according to HIPAA and State/Federal guidelines. Goldkey staff is available 24 hours a day for technical assistance. The Health District has an Electronic Health Record (EHR) from eClinicalWorks for use in all clinics. The system provides electronic management of all client data and clinic visit records. The Health District is in the process of transitioning to being completely paperless. The Health District purchased HIPAA Privacy and Security programs for each clinic, procedures are in place, and staff is trained to ensure the Health District is in compliance with security rules and regulations. Additionally, client charts are kept out of view, computer monitors have privacy screens, and workstations are password protected and secured. Paper records are kept in locked cabinets in rooms that are inaccessible to clients. Strict measures are in place to ensure client confidentiality is maintained.

The Health District has a successful history of providing quality services to Bell County clients, and looks forward to providing client care under the Family Planning Program and Healthy Texas Women Program. The Health District currently maintains adequate staff, service delivery systems, and programmatic infrastructure to allow for immediate provision of services to the priority populations beginning July 1, 2016.

**3. If an Applicant will subcontract any of the required (or optional) services, the Applicant must describe, in the space provided below how it will:**

**a. Develop, negotiate, and administer the subcontracts;**

1) The Health District has had a contract with Baylor Scott and White (formerly Scott and White) for the hospital to perform Bilateral Tubal Ligations and Vasectomies when referred by us. The hospital understands that we are a local health district with limited funds, and in the past has accepted the Medicaid reimbursement amount we receive. Unfortunately, when Baylor and Scott and White merged, they no longer will accept the Medicaid reimbursement rate. The rate is a reduced rate, but is still more than what we receive for these services from Women's Health and Family Planning Association of Texas and Family Planning Program. We would like to utilize cost reimbursement funds to make up the difference so that Family Planning clients who desire sterilization can obtain it.

2) The Health District contracts with a local Pharmacist to provide pharmacy services at both Class D pharmacies within its clinics. Contracts are in place and have been negotiated for the coming fiscal year. The Health District has a pharmacy manager for both clinics who ensures all pharmacy laws are followed and staff (including the pharmacist) performs tasks as required.

**b. Provide training and technical assistance to subcontractors on all aspects of service delivery and administration;**

1) The Health District will not provide training or technical assistance to Baylor Scott and White Hospital for the performance of sterilizations (as they have their own internal quality assurance processes and Joint Commission standards they must adhere to, and the Health District does not have jurisdiction or say in any of their policies and procedures) but will ensure that they comply with all program requirements.

2) The Health District has a comprehensive Pharmacy Policies and Procedures manual that outlines all Class D pharmacy required tasks, reports, procedures, trainings, meetings, and quality assurance activities. The pharmacist follows current pharmacy laws and all of the policies and procedures of the Health District. Staff assists the pharmacist in conducting all required activities.

**c. Monitor subcontractors' programmatic performance, including professional and clinical services; and**

1) The Health District is confident that Baylor Scott and White Hospital will provide competent, professional services when performing sterilizations on clients referred by the Health District. The Health District will monitor clients referred for sterilizations and respond appropriately to any and all complaints or problems.

2) The Health District staff has procedures in place in both pharmacies to ensure that all required tasks occur. Staff ensures the pharmacist conducts the following activities: once every 3 month visits (on alternate schedule), pharmacy site visits, annual in-service, annual Pharmacy Therapeutics Committee meeting, timely contract renewal, appropriate labeling and repackaging, required pharmacy resources available, appropriate disposal of medications, and medication approval and sign-off. All activities are documented in the Pharmacy Manual in each pharmacy, and kept on site for accessibility in the event of an audit by the Pharmacy Board (both pharmacies had random site visits without any findings).

**d. Monitor subcontractors' quality assurance/quality improvement.**

1) The Health District is confident that Baylor Scott and White Hospital will provide competent, professional services when performing sterilizations on clients referred by the Health District. The Health District will monitor clients referred for sterilizations and respond appropriately to any and all complaints or problems.

2) Health District staff ensures that all required pharmacy activities take place, and are documented in the Pharmacy Manual in each pharmacy.

**4. Applicants must provide in the space provided the following information related to its Family Planning Program promotion plan:**

**a. A description of the Applicant's Family Planning Program promotion plan for the contract period July 1, 2016 through August 31, 2017;**

**FAMILY PLANNING PROGRAM PROMOTION**

The Health District's Community Education and Outreach Plan for FY17 includes providing a variety of health education classes and presentations to local agencies, schools, and community groups. These presentations will be planned with the intent to increase general understanding of Family Planning and the Healthy Texas Women (HTW) Programs and the value of Family Planning services within the local community, enlist community support, and recruit new clientele for these Family Planning programs. Health education will be provided to inform the community of health risks, health maintenance, and health promotion/disease prevention. Community education efforts will be based on the fact the County has a high pregnancy rate compared to the State, the highest Chlamydia rate and the second highest Gonorrhea rate in Texas.

The goals of the presentations will be to inform participants on basic Women's Health Services, Family Planning Program Services, education and details about HTW (program specifics, eligibility criteria, and application process). Information will be provided on teen pregnancy prevention messages, importance of family involvement in adolescent decision-making, HIV/STD

prevention, resistance of sexual coercion, family violence prevention, abstinence, obesity education/prevention contraceptive methods/condom usage, contraceptive use, method of action, side effects, risks, and benefits (including benefits of LARC's). The Educator will also include information on Reproductive Life Plan, cervical cancer screening, pelvic exams, breast cancer screening, high-risk teen issues, Sexually Transmitted Diseases, family violence, obesity, Hepatitis, Tuberculosis, and hygiene. Family Planning Program and HTW information and Health District pamphlets will be distributed in all presentations.

The Educator will provide community education to agencies, community groups, and schools in Bell County. Agencies will include, but will not be limited to, homeless shelters, crisis shelters for women and youth, juvenile detention centers, alternative school programs, teen parenting programs, local colleges, help centers, substance abuse centers, homeless shelters, and local churches. The Educator will participate in several health fairs throughout the year to disseminate Family Planning Program, HTW, and Health District information and answer questions. The Educator has a relationship with all nine school districts in Bell County, and is in high demand to provide presentations. Presentations will be provided to community groups such as Rotary Clubs, NAACP, Masonic Lodge, Veteran's groups, and Boy's and Girl's Club. The Educator serves as a member of local school health advisory committees to identify and address teen health concerns through innovative outreach educational activities. Additional programmatic efforts will be directed at rural school districts in Bell County. The Educator will be responsible for maintaining documentation regarding dates, locations, identified populations/organizations, content of presentations, and evaluations.

The Health District will enlist community support when conducting presentations by encouraging participants to tell their contacts about the Family Planning Program HTW and Health District's services. The Educator will utilize the time after each presentation as a networking opportunity to increase contacts in the community for future presentations, and to provide additional information programs and available services as needed. The Health District will employ media releases to disseminate information to the community regarding the Family Planning Program and HTW Program and the availability of Family Planning and other Health District services. Media releases will be utilized to advertise upcoming events. The Health District will provide educational presentations at local schools. Teachers tell other teachers, and community participants tell their contacts in the community about the information provided during presentations. Word of mouth has been the best marketing and advertising tool to increase community knowledge of Health District services. The Educator is in high demand in the community and at schools to provide much needed information in presentation form.

The Health District would like to hire a dedicated Outreach/In-reach Coordinator (OIC), who will function in the role of organizing all efforts related to Healthy Texas Women and Family Planning. They will work with the current Outreach Educator to provide outreach and in-reach activities. The OIC will be responsible for all in-reach activities including staff training, professional

development, client education, advertising, electronic health record (EHR) blasts, press releases, and social media efforts.

## COMMUNITY EDUCATION / PROGRAM PROMOTION CALENDAR 2016-2017

Legal Business Name  
of Respondent:

BELL COUNTY PUBLIC HEALTH DISTRICT

Presentation Date	Topic	Presenter	Location
July 2016	Revise contact list for community groups, schools. Revise current education program content and revise specifically for Family Planning Program and Healthy Texas Women (HTW) Program education and information. Begin to schedule presentations to priority populations.	Nina Cobb, LVN, OIC	Belton office
August 2016	Presentations to nurses in local school districts advising of new HTW program, Family Planning Program, Health District services, Immunization schedules.	Nina Cobb, LVN, OIC	Temple ISD, Killeen ISD, Belton ISD, Salado ISD, Holland ISD, Academy ISD, Rogers ISD, Troy ISD Bartlett ISD
	Presentations in local schools regarding information on HTW, Family Planning Program, Reproductive Life Plan (RLP), pregnancy prevention, and Sexually Transmitted Diseases (STD's).	Nina Cobb, LVN, OIC	Temple ISD, Killeen ISD, Belton ISD, Salado ISD, Holland ISD, Academy ISD, Rogers ISD, Troy ISD Bartlett ISD
	Bell County Public Health District Annual Health Fair - provide information on Health District services, HTW program, Family Planning Program, RLP, STD's, HIV, Immunizations, obesity, Women's Health, and health screenings.	Health District Staff	Bell County Expo Center
	Presentation to WIC staff regarding new HTW program, Family Planning Program, Bloodborne Pathogens, Immunization schedules - distribute pamphlets.	Nina Cobb, LVN, OIC	Temple, Killeen, Copperas Cove, and Ft. Hood WIC sites

**Family Planning Program**

529-16-0102

Page 30

September 2016	Temple College and Central Texas College annual health fairs-disseminate information and materials on HTW program, Family Planning Program, Health District services, Women's Health and Family Planning services, contraception, LARC, STD's, and immunization information.	Nina Cobb, LVN, OIC	Temple College Central Texas College
	Presentations continue in local high schools regarding information on HTW program, Family Planning Program, Reproductive Life Plan (RLP), pregnancy prevention, and Sexually Transmitted Diseases (STD's).	Nina Cobb, LVN, OIC	Shoemaker HS, Killeen HS, Harker Heights HS, Ellison HS, Salado HS Temple HS, Belton HS
	Participate in School Health Advisory Committees-schedule on their agendas to discuss HTW program, Family Planning Program, and Health District services.	Nina Cobb, LVN, OIC	Temple, Belton, & Killeen ISDs
October 2016	Presentation at teen parenting programs (PREP and Pathways programs) – facilities whose focus is to graduate pregnant teens and teen mothers; includes education on HTW program, Family Planning Program, Health District services, RLP, pregnancy prevention, LARCs, STD's, and Immunizations.	Nina Cobb, LVN, OIC	PREP in Temple Pathways in Killeen
	Schedule presentation at drug and alcohol rehabilitation center regarding information on HTW program, Family Planning Program, Health District services, RLP, contraception, and STD's.	Nina Cobb, LVN, OIC	Christian Farms-Treehouse
November 2016	Presentation at Juvenile Detention Center - these youth may be eligible for Women's Health programs once they are released. Includes education on HTW program, Family Planning Program, Health District services, RLP, pregnancy prevention, LARCs, STD's, and Immunizations.	Nina Cobb, LVN, OIC	Bell County Juvenile Detention Center Juvenile Justice Alternative Education Center
	Presentation to Central Texas Youth Services Bureau staff and residents (troubled youth). Includes education on HTW program, Family Planning Program, Health District services, Women's Health and Family Planning services, RLP, pregnancy prevention, LARCs, STD's, and Immunizations.	Nina Cobb, LVN, OIC	Central Texas Youth Services Bureau

**Family Planning Program**

529-16-0102

Page 31

December 2016	Presentation to Hope Pregnancy Center regarding HTW program, Family Planning Program, Health District services, Women's Health and Family Planning services, RLP, contraception, LARCs, STD's, and Immunizations. Review and revise contact list as needed. Update and replenish materials.	Nina Cobb, LVN, OIC  Nina Cobb, LVN, OIC	Hope Pregnancy Center  Belton Office
January 2017	Presentation at Cedar Crest Drug Rehabilitation for Youth - teens here may be eligible for HTW after release. Includes education on HTW program, Family Planning Program, Health District services, Women's Health and Family Planning services, RLP, pregnancy prevention, LARCs, STD's, and Immunizations.	Nina Cobb, LVN, OIC	Cedar Crest Drug Rehabilitation for Youth
February 2017	Presentation at Feed My Sheep (food kitchen and clinic) regarding HTW program, Family Planning Program, Health District services, Women's Health and Family Planning services, RLP, contraception, LARCs, STD's, and Immunizations.	Nina Cobb, LVN, OIC	Feed My Sheep
March 2017	Presentations at area alternatives schools - education on HTW program, Family Planning Program, Health District services, Women's Health and Family Planning services, RLP, pregnancy prevention, LARCs, STD's, and Immunizations.	Nina Cobb, LVN, OIC	Edwards Academy, Gateway High School, Henry T. Waskow Leadership Academy
April 2017	Presentations through Communities in Schools, includes education on HTW program, Family Planning Program, Health District services, RLP, pregnancy prevention, STD's, obesity, hygiene, and Immunizations.  Blooming Fest in Temple (local festival with various vendor booths) –provide information on HTW program, Family Planning Program, and Health District services.  Participate in University of Mary Hardin-Baylor Health Fair ("Health Quest"), bringing HTW and Family Planning Program, brochures and information for students.	Nina Cobb, LVN, OIC  Nina Cobb, LVN, OIC  Nina Cobb, LVN, OIC	Various Middle & High Schools in Temple & Killeen  Temple  University of Mary Hardin-Baylor

# **Family Planning Program**

529-16-0102

Page 32

May 2017	Girls Rock Health Fair for girls age 7 – 18; focus on empowering girls to take care of their health, improve self-esteem/self-worth; will provide materials on Health District services, HTW program, Family Planning Program, pregnancy prevention, hygiene, and Immunizations.	Nina Cobb, LVN, OIC	Temple Mall
June 2017	Set up booth at local teen clubs with materials available, including pamphlets for HTW program, Family Planning Program, Health District services, pregnancy prevention, STD's, and Immunizations.	Nina Cobb, LVN, OIC	Killeen
July 2017	Begin the process of reviewing contact lists for the next year. Revise and replenish materials as needed.	Nina Cobb, LVN, OIC	Belton Office
August 2017	Presentations to nurses in local school districts advising of new HTW program, Family Planning Program, Health District services, Immunization schedules.	Nina Cobb, LVN, OIC	Temple ISD, Killeen ISD, Belton ISD, Salado ISD, Holland ISD, Academy ISD, Rogers ISD, Troy ISD Bartlett ISD
	Presentations in local schools regarding information on HTW, Family Planning Program, Reproductive Life Plan (RLP), pregnancy prevention, and Sexually Transmitted Diseases (STD's).	Nina Cobb, LVN, OIC	Temple ISD, Killeen ISD, Belton ISD, Salado ISD, Holland ISD, Academy ISD, Rogers ISD, Troy ISD Bartlett ISD
	Bell County Public Health District Annual Health Fair - provide information on Health District services, HTW program, Family Planning Program,, RLP, STD's, HIV, Immunizations, obesity, Women's Health, and health screenings.	Health District Staff	Bell County Expo Center
	Presentation to WIC staff regarding new HTW program, Family Planning Program, Bloodborne Pathogens, Immunization schedules - distribute pamphlets.	Nina Cobb, LVN, OIC	Temple, Killeen, Copperas Cove, and Ft. Hood WIC sites

**b. A description of the Applicant's implementation and evaluation strategy(ies); and**

The dates, locations, targeted groups, and presentation content will be developed throughout the fiscal year based on request, need, calendar events, and input from administration. The calendar for outreach and recruitment activities will include presentations to groups representative of the priority populations. The topics will include, but will not be limited to, information about the Family Planning and HTW programs, availability of Family Planning Program services, and contraception. The calendar of events/activities includes documentation of date, location, and content of presentation. The calendar will be developed by the end of July 2016 and will be ongoing throughout the year. Presentation evaluations will be utilized to help monitor the effectiveness of presentation content and methods – changes will be made as needed. Participants attending presentations will be given post-presentation evaluation forms. Participants in presentations for Sexually Transmitted Diseases will be given pre and post-tests. Evaluation forms follow.

COMMUNITY EDUCATION / OUTREACH EVALUATION TOOLS

EVALUATION FORM

Topic: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

Agency Requesting Presentation: \_\_\_\_\_ Presenter: \_\_\_\_\_

Please evaluate the presentation using the following items.  
Circle the number that best describes your opinion.

- |  | POOR |   |   |   | EXCELLENT |
|--|------|---|---|---|-----------|
| 1. The speaker is knowledgeable about the subject. | 1    | 2 | 3 | 4 | 5         |
| 2. New developments in the field were discussed.   | 1    | 2 | 3 | 4 | 5         |
| 3. The presentation was well prepared.             | 1    | 2 | 3 | 4 | 5         |
| 4. The material was explained clearly.             | 1    | 2 | 3 | 4 | 5         |
| 5. Class participation was encouraged.             | 1    | 2 | 3 | 4 | 5         |
| 6. The speaker was enthusiastic about the subject. | 1    | 2 | 3 | 4 | 5         |

7. Was this a good topic?    Yes or No                      If No, why not? \_\_\_\_\_

\_\_\_\_\_

8. What areas of this program did you especially like? \_\_\_\_\_

\_\_\_\_\_

9. What did you not like? \_\_\_\_\_

\_\_\_\_\_

10. What other topics do you suggest? \_\_\_\_\_

\_\_\_\_\_

11. Did audiovisual or handout materials enhance your understanding of the presentation?

\_\_\_\_\_

\_\_\_\_\_

**THANK YOU FOR YOUR PARTICIPATION!**

COMMUNITY EDUCATION / OUTREACH EVALUATION TOOLS

PRE – POST TEST

AGE:

CIRCLE ONE: MALE FEMALE

1. What is often the first sign of STDs in some males?

\_\_\_\_\_

2. Do most females have signs of STDs? \_\_\_\_\_yes \_\_\_\_\_no

3. How are STDs spread? \_\_\_\_\_

4. State 2 things you should do if you think you might have an STD.

a. \_\_\_\_\_

b. \_\_\_\_\_

5. If you are under 18, can you be treated in Texas for STDs without your parents' knowledge or consent?

\_\_\_\_\_yes \_\_\_\_\_no

6. List 3 ways to help prevent STDs.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

7. Name 3 possible warning signs of STDs.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

8. Where can someone who thinks he/she might have been exposed to an STD go for treatment?

9. Give 3 reasons why it is important to get your sex partners in for treatment if you have an STD.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

10. Are most STDs curable? \_\_\_\_\_yes \_\_\_\_\_no

11. Once you have had an STD, is it possible to get it again? \_\_\_\_\_yes \_\_\_\_\_no

12. Give 3 examples of when you need to be examined for STDs.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

13. Name 2 ways that someone who thinks they need treatment for an STD or who wants to get an STD checkup can find out where to go in their community.

a. \_\_\_\_\_

b. \_\_\_\_\_

14. If you are being treated for an STD, name two important things to do.

a. \_\_\_\_\_

b. \_\_\_\_\_

15. What is the most certain way to avoid getting an STD?

**c. A description of the Applicant's Family Planning Program promotion collaborative efforts carried out in conjunction with other health care providers or social service agencies in the proposed service area.**

**Applicant must include a description of the outreach plan and strategies for marketing the program to the community.**

The Health District will conduct collaboration and recruitment efforts with local free clinics that will refer clients to the Health District who are potentially eligible for Family Planning, HTW, and other programs. The free clinics will disseminate Family Planning and HTW program information, Health District pamphlets, and Health District contact information to their clients. The Outreach Educator will contact substance abuse centers, homeless shelters, health fairs, and WIC clinics where clients will receive information during outreach presentations. These clients will then hopefully be seen at Health District clinics for services. The nurses at high schools, community colleges, and universities will refer clients to the Health District for care. The nurses will provide information about Family Planning and HTW programs and Health District services in order to educate potentially eligible clients. The Health District will hold an annual health fair where vendors will be invited to provide information about their services. This health fair will be utilized by the Health District to provide Family Planning and HTW programs and Health District services information in an effort to recruit potential clients.

Collaboration efforts will also include the sharing of a state of the art videoconference room located in the Health District Administration Building. The room will enable the staff to communicate directly with medical and educational training centers throughout the nation to insure a competent and trained workforce is maintained. The Health District will allow other organizations to attend workshops hosted in the training room, as well as utilize the room for their meetings/trainings. As in-service training and educational requirements become increasingly complex and expensive, sharing the access and availability of these resources with other public health partners is of critical importance to ensure that members of the community are served by highly trained and qualified staff.

**5. Applicant must describe in the space provided how it will design, implement, and monitor Family Planning Program funds in order to ensure the provision of Family Planning and other support services to Clients throughout the duration of the contract.**

The Director, Director of Nurses (DON), and Chief Financial Officer (CFO) are responsible for design, implementation, and monitoring of the Family Planning Program budget. The Director and DON will design the budget by estimating the amount of funds needed to operate two clinics and provide services to eligible clients based on past experience providing Women's Health and Family Planning services. The target number of clients is communicated to the clerical staff, billing clerk, and nursing staff. All staff is involved in ensuring the numbers are obtained. The approved budget will be implemented on July 1, 2016. The DON is responsible for working with the billing clerk to discuss expenditure procedures for purchasing, invoicing, accountability, and

monitoring to ensure the program stays within the budget. They will discuss with the CFO the procedures for submitting required documents for inclusion in monthly vouchers. It is the responsibility of the CFO to keep the DON informed of up to date program income and award amounts so adjustments can be made accordingly. The DON and CFO will carefully monitor reimbursements and expenditures to ensure the Health District is able to continue to provide services throughout the contract term. The DON will monitor spending activities monthly with the help of the billing clerk who is also the purchasing agent. The billing clerk provides the DON with a monthly report of all clients seen in clinic, as well as a weekly report on the amount of funds spent. A spreadsheet is utilized to keep track of all expenditures in clinics. Expenditures to be tracked include office supplies, clinic supplies, pharmaceuticals, and LARCs. The CFO is responsible for providing the DON with monthly financial reports so that they are aware of revenue versus expenditures in the program. The CFO is responsible for monitoring program income, submitting vouchers, and all financial reports when required.

The DON performs evaluation of the results of all activities, plans, processes, and programs, compares with the intended results, and makes necessary adjustments to ensure objectives are met prior to end of the contract period. The DON completes and submits all required program specific reports. The DON, CFO and billing clerk will maintain regular communication with regard to all aspects of the budget to be able to ensure continuation of clinics and maintenance of staff.

**6. Applicant must describe in the space provided its internal Quality Assurance/Quality Improvement management and processes utilized to monitor services provided under the contract resulting from this open enrollment.**

**QUALITY ASSURANCE/QUALITY IMPROVEMENT**

The Health District has a Quality Assurance/Quality Improvement (QA/QI) Plan that guides the QA/QI activities conducted in Health District clinics. The QA/QI plan and policies are updated by members of the QA/QI Committee, and are managed by the Director of Nurses (DON). The QA/QI plan provides detailed information as to the activities required, with criteria, instructions and evaluation formats related to clinical, personnel, and medical records. The DON is responsible for all QA/QI activities, and assigns QA/QI responsibilities to Health District staff, which reports findings to the DON as the activities are performed. Documentation of all QA/QI activities is maintained in a QA/QI Results Manual located in the DON's office. The DON maintains a database to assist with timelines and due dates for the year. A QA/QI calendar of activities is maintained by the DON that lists all QA/QI activities by the month they are to be performed and is utilized by staff performing the activities. A QA/QI checklist is also utilized to ensure all QA/QI activities are completed.

The staff who conduct QA/QI activities are the Health Authority/Medical Director (a Board Certified Family Practice licensed physician), Nurse Practitioners (certified in their specialty), licensed healthcare professional - Registered Nurses and Licensed Vocational Nurses, Certified Medical Assistants, experienced frontline clerks who have years of experience in service provision, and the DON (who is a Women's Health Nurse Practitioner).

The Health District has a QA/QI Committee that serves as an oversight body to ensure that quality services are provided in the most cost effective, efficient, standardized manner and that minimizes the agency's liability risk. The QA/QI

Committee meets quarterly, or more often if needed. The QA/QI Committee reviews the QA/QI plan annually and makes any necessary changes to ensure that elements of the plan are consistent with program requirements. The QA/QI Committee assesses outcomes and goals and make decisions regarding quality improvement actions to be taken based on analysis of the data collected. The DON conducts the quarterly QA/QI Committee meetings, is responsible for developing the agenda, coordinates and schedules the meetings, and maintains documentation of the QA/QI Committee meeting minutes. It is the responsibility of the DON to carry out the recommendations of the QA/QI Committee.

Members of the QA/QI Committee are: Health Authority/Medical Director, DON, Director, designated nursing staff, a representative from Women Infants and Children (WIC) program, and a clerical representative. The Director's role is to be aware of issues that may impact funding, issues requiring their interaction, and be available to ensure that administrative issues are resolved. The Director is also responsible for approving administrative and personnel policies.

The WIC representative reports on WIC QA/QI activities and issues that relate to WIC services. They are responsible for keeping the WIC Director informed of committee findings and direction. They work with the WIC Director regarding the oversight of the personnel who are conducting ongoing reviews (self-audits) and reports on corrected/not corrected issues. The WIC Director is responsible to ensure that findings are identified and corrected. The designated nursing staff is responsible for reporting on clinical nursing issues related to client satisfaction, quality care issues, record review results, and staff/client safety issues. The clerical representative reports on issues regarding records, and any identified problems with the overall record keeping system.

Results of QA/QI activities are discussed in staff meetings, disseminated via memos, and reviewed in quarterly QA/QI meetings. The DON is responsible for reviewing findings of record reviews and observations of staff/client interactions. An action plan is developed and overall service provision is reviewed and revised according to QA/QI findings. The DON conducts any follow up of the corrected or revised action plan to ensure findings were corrected and services improved. The DON ensures that all complaints are tracked and maintained for all programs. The DON ensures that corrective actions are identified for any findings, and brings to the committee issues that have not been resolved to obtain administrative direction and recommendations. Recommendations from the committee may result in new departmental policies, revision of existing policies, enhanced quality management reviews, revisions to the existing quality management program, and staff training to inform of program requirements to enhance quality of service provision. Committee recommendations are carried out by the DON and key staff. The DON provides committee members with reports from the pharmacist regarding recommendations or findings from pharmacy site visits.

The Health Authority/Medical Director works closely with the Division Directors, and is responsible for the physician role in sexually transmitted disease clinic, resource and direction for resolution of communicable and vaccine preventable diseases occurring in Bell County, is responsible for the administration of State, Federal, and local laws relating to public health within the Health District, and determines the direction of all primary programs. The Health Authority/Medical Director is responsible for Nurse Practitioner oversight, reviews all clinic issues with regards to licensed staff, and guides the clinical aspects of the Medical/Nursing Division. The Health Authority/Medical Director participates in the QA/QI aspect of care to include, monthly

review of 20 medical records, annual review and approval of policies and procedures, annual review and approval of standing delegation orders (SDO's) and Protocols, approval of any changes to policies or SDOs, Nurse Practitioner evaluations, and is a member of the QA/QI Committee.

The DON trains designated staff on how to perform the QA/QI activity and imparts responsibility to complete the activities to them. The DON is responsible to ensure all licenses, certificates, credentials, inspections, evaluations, in-services, contracts, staff development, and trainings are kept up to date. The DON is responsible for assuring that the licenses are renewed for: each pharmacy, the pharmacist, the Health Authority/Medical Director, and all nursing personnel. The DON ensures that CLIA certificate is in date, and liability insurance is renewed for the Health Authority/Medical Director and all nursing personnel. The DON is responsible to see that the Nurse Practitioners receive quarterly evaluation of their Wet Mount skills, staff is CPR trained and maintains certification, and the pharmacy in-service is conducted. The DON ensures that Tubal Ligation and pharmacist contracts are renewed annually. The DON conducts annual employee evaluations.

SDO's are currently in place for Bacterial Meningitis, Contraceptive Refill Visits, Emergency/Safety/Preparedness, Family Planning Education/Counseling, Immune Globulin, Immunizations, Influenza/Pneumococcal, Nurse Practitioner Protocol, Rabies, Smallpox, and Sexually Transmitted Diseases. The DON is responsible for ensuring Protocols and standing delegation orders (SDO's) remain up to date. Standing delegation orders are signed and updated annually by the Health Authority/Medical Director and nursing staff. New signature sheets are signed at each annual review. When revisions occur to any protocol or SDO, staff is trained and is required to sign that they are aware of and will comply with the revisions. Policies, procedures, protocols are updated by the DON whenever changes are made to the program manuals, or when a need for policy or procedure change is identified. Policy and Procedure changes are sent to staff via memo or through staff meetings.

The DON is responsible for staff development and conducts an annual staff development survey. Training needs are determined based on the staff development surveys. They are responsible for the credentialing process and to report on these areas. The DON conducts annual trainings on Bloodborne Pathogens/Infection Control, Medicaid/Medicare Compliance, HIPAA, Laboratory Procedures/CLIA, Resisting Sexual Coercion/Abuse Recognition/Reporting Policies and Practices, Limited English Proficiency, Nondiscrimination, Emergency Procedures, Family Involvement, Freedom of Choice, Human Trafficking, Random Moment Time Study, and Research.

The Nurse Practitioners conduct research and provide up-to-date resources when developing and/or revising SDO's and protocols. Nurse Practitioners provide input from continuing education activities and peer-reviewed journal articles to ensure the NP protocols remain up to practice standards.

The designated licensed nursing personnel and clerical staff in each office are responsible for conducting the following QA/QI activities: Monthly record audits for all programs (Eligibility/Billing review done quarterly), Annual site evaluations, Client Satisfaction Surveys, Clinic Site Evaluations, Bloodborne Pathogen Clinic Evaluation, Fire Drills, Emergency Response Evaluations, and Clinic Flow Analyses. The nurses are responsible to see that buildings and Fire equipment are inspected at appropriate times, microscopes are inspected and maintained, Pharmacy site evaluations are conducted quarterly, and that site visit documentation is complete and accurate. Observation of staff/client interactions is conducted annually by supervisors of all nursing staff in clinical areas.

Monitoring data is reported to the DON as scheduled activities occur (record review, site reviews, client surveys, site surveys, evaluations, and drills). Monitoring results, and all actions taken, are reported to the QA/QI Committee by the DON at the quarterly meetings. All medical record reviews that identify findings have an identified corrective action needed. The finding is discussed with staff that is responsible to ensure that it is corrected. The subsequent record reviews should identify if the issue is resolved. If there are continued problems, the DON develops a corrective action plan based on the results (staff meeting, formal training, or counseling session).

Client satisfaction surveys are conducted annually to determine patient satisfaction and perception of health services received. The information obtained from the surveys is used to promote changes within the Health District's health care delivery system to enhance safety, program quality, and client satisfaction/utilization of services. Personnel in each office are designated to conduct the surveys. Surveys are provided to clients during a Family Planning, contraceptive refill visit, and pregnancy test visit during the month of September of each year. The results are compiled and submitted to the DON, and then they are reviewed and presented to the QA/QI committee. Survey results and client comments are discussed at QA/QI meetings, and may result in changes made to procedures or facilities.

The system utilized to identify and monitor adverse outcomes requires thorough documentation of events resulting in adverse outcomes to include clear descriptions of the incidents, involved persons, and pertinent information related to the incidents. A consultative meeting composed of the DON, Health Authority/Medical Director, and involved personnel occurs. Dependent upon findings of the review committee, the following actions could occur: new departmental policies, revision of existing policies, enhanced quality management reviews, revisions to existing quality management program, and staff training to inform staff of program requirements to enhance quality of service provision.

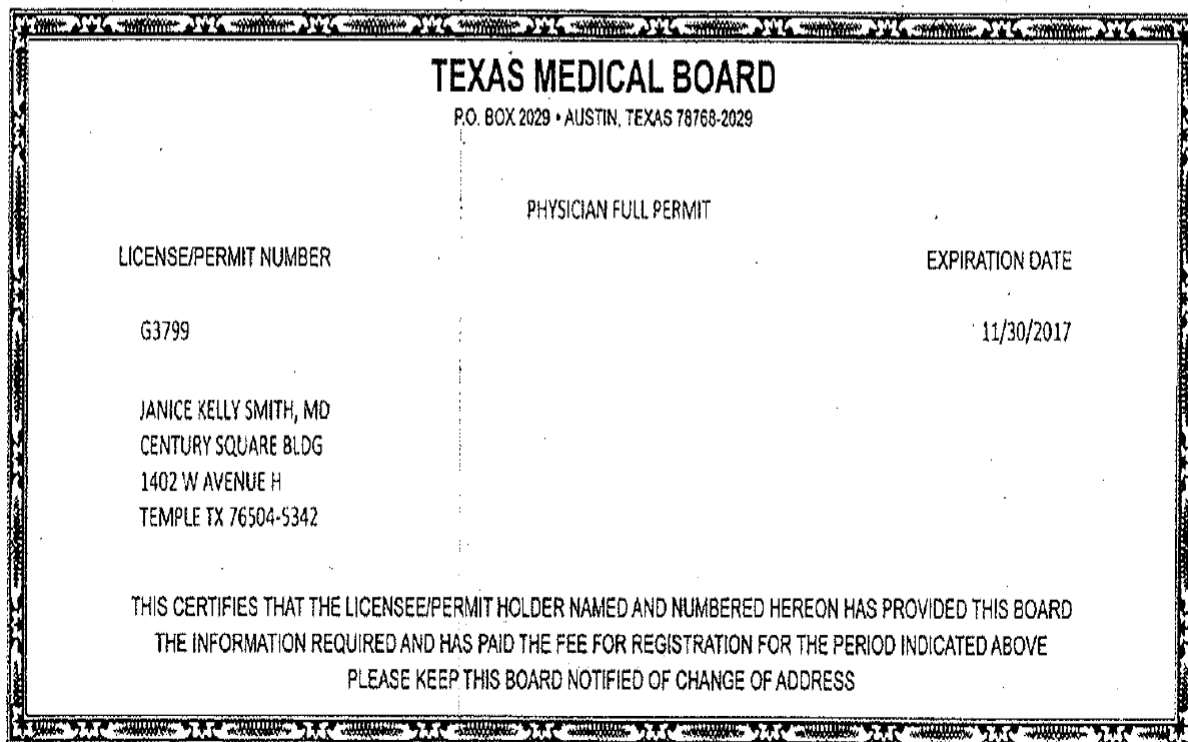
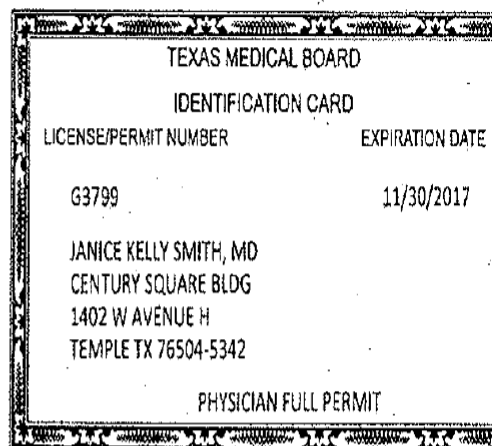
The Medical Director and DON are responsible to ensure that all protocols and standing delegation orders are up to date and signed. New protocols are developed based on need in the appropriate program. Research is done utilizing nationally recognized publications on the needed topic by the DON or Nurse Practitioner. The Nurse Practitioners conduct research and provide up-to-date resources when developing and/or revising SDO's and protocols. Nurse Practitioners provide input from continuing education activities and peer-reviewed journal articles to ensure the NP protocols remain up to practice standards. The following guidelines are utilized when developing protocols: American Cancer Society Guidelines for Cervical Screening, American College of Obstetricians and Gynecologists, CDC-Quality Family Planning Guidelines, CDC-Medical Eligibility Criteria for Contraceptive Use, American Society for Colposcopy and Cervical Pathology, CDC STD Treatment Guidelines, Guidelines for Male Reproductive Health Services, and DSHS Standards for Public Health Clinic Services.

**QUALITY ASSURANCE CALENDAR**

MONTH	RESPONSIBLE PERSON	QA/QI ACTIVITIES 2016
<b>JANUARY</b>		
Fire Extinguisher Check	Designated staff	Monthly Record Reviews (all months)
	Charlsie	CSS TIME AND INVOICE DUE 1ST OF EACH MONTH
	Chelo	Counselor Health Educator Performance Assessment Due
	Chelo	Medical Director Evaluation
	Chelo	QA/QI Committee meeting
	Chelo	FPAR
	Maria	Pharmacy Site Visit - T & K
	Chelo	Post OSHA forms in clinics/do summary for Epi manual
<b>FEBRUARY</b>		
Fire Extinguisher Check	Maria	Pharmacy nursing staff in-service due
	Maria	Pharmacy Site Visit - T & K
	Carol	Temple Fire Equipment Inspection due 2/14 - 778-2041
	Chelo/Robyn	Wet Mount Evaluations
<b>MARCH</b>		
Fire Extinguisher Check	Annette/Carol	Exposure Control Clinic Assessment - T & K
	Chelo	CLIA recertification 2018
	Annette	Killeen Fire Alarm Permit Due - (501-6584 Norma)
	Annette	Killeen Fire Building Inspection due - Annette (907 Jasper)
	Maria	Pharmacy Site Visit - T & K
<b>APRIL</b>		
Fire Extinguisher Check	Kathy	Immunization in-service
	Chelo	QA/QI Committee meeting
	Chelo	Prescriptive Authority Agreement renewal
<b>MAY</b>		
Fire Extinguisher Check	Chelo	CPR Recertification for all nursing personnel (Due 2016)
	Annette/Carol	Lab Personnel Evaluations - T & K
	Maria	Pharmacy Site Visit - T & K
	Chelo	Staff Development Needs Assessment
	Chelo/Robyn	Wet Mount Evaluations
	Chelo	Killeen Pharmacy license renewal due June 2016
<b>JUNE</b>		
Fire Extinguisher Check	Maria	Pharmacy Site Visit - T & K
	Annette/Carol	Centrifuge Microscope Maint - Glenn at 254-776-2121
	Annette/Carol	Eligibility Evaluations
	Annette/Carol	Fire Drill - T & K
	Chelo	Killeen Pharmacy license renewal due
	Dr. Smith	NP Evaluations
	Chelo	PERSONNEL Evaluations
<b>JULY</b>		
Fire Extinguisher Check	Chelo/Dr. Smith	Update SDO's/Program Manuals/MOUs
	Annette/Carol	Annual Site Evaluation - T & K
	Chelo	QA/QI Committee meeting
	Maria	Pharmacy Therapeutics Meeting due - T & K
	Maria	Pharmacy Site Visit - T & K

<b>AUGUST</b>		
Fire Extinguisher Check	All nursing staff	Operation Manuals Review Due - all nursing staff
	Chelo	ANNUAL TRAININGS - Adjust sick and annual leave
	Chelo/Robyn	Wet Mount Evaluations
	Carol	Temple Fire Department Building Inspection - 298-5682
	Maria	Pharmacy Site Visit - T & K
<b>SEPTEMBER</b>		
Fire Extinguisher Check	Annette/Carol	Client Satisfaction/Health Service Profile Survey Due (#50)
	Maria	Pharmacy Site Visit - T & K
	Annette	Killeen Fire Equipment /Alarm Inspection Due - 254-778-2041
<b>OCTOBER</b>		
Fire Extinguisher Check	Annette/Carol	Emergency Response Evaluation - T & K
	Chelo	QA/QI Committee meeting
	Maria	Pharmacy Site Visit - T & K
<b>NOVEMBER</b>		
Fire Extinguisher Check	Maria	Pharmacist license expires 12/16
	Maria	Pharmacy Site Visit - T & K
	Chelo/Robyn	Wet Mount Evaluations
	Chelo	TEMPLE PHARM LIC RENEWAL DUE NEXT MONTH
	Chelo	Pharmacy contract renewal T & K
<b>DECEMBER</b>		
Fire Extinguisher Check	Annette/Carol	Fire Drill - T & K
	Annette/Carol	Microscope and Centrifuge Maintenance Glenn at 254-776-2121
	Chelo	TEMPLE PHARM LIC RENEWAL DUE
	Annette/Carol	Clinic Flow Analysis T & K
	Maria	Pharmacy Site Visit - T & K

**7. Provide a copy of the current and valid Texas medical license for the Medical Director that will oversee Applicant's provision of Family Planning Services;**



**8. Provide resumes for the following key employees:**

- a. Medical Director;**
- b. Program Director (Director of Nurses);**
- c. Clinical Director/Supervisor (Director of Nurses).**

CURRICULUM VITAE

April 2016

NAME: Janice K. Smith, MD, MPH

PRESENT POSITION AND ADDRESS:

Associate Director, Family Medicine Residency Program  
Baylor Scott and White Health  
1402 West Avenue H  
Temple, Texas 76504  
254-771-8206

Health Authority/Medical Director  
Bell County Public Health District  
PO Box 2149  
Temple, Texas 76503  
254-773-4457

BIOGRAPHICAL:

Birthplace:	Bay City, Texas
Citizenship:	United States
Home Address:	4471 Blue Ridge Drive Belton, TX 76513
Home Phone:	(254) 939-3016
Mobile Phone:	(409) 771-0072
Email:	Janice.Smith@bswhealth.org

EDUCATION:

1/03-5/05	Master of Public Health, International and Family Health, The University of Texas School of Public Health, Houston, Texas
7/82-6/85	Residency, Department of Family Medicine, The University of Texas Medical Branch, Galveston, Texas
8/78-5/82	M.D., The University of Texas Medical Branch, Galveston, Texas
8/74-5/77	B.S., Biology, Cum Laude, Southwestern University, Georgetown, Texas

BOARD CERTIFICATION:

American Board of Family Practice  
Certification 7-12-85  
Recertification 1991, 1997, 2004-2014, April 23, 2014 -

LICENSURE INFORMATION:

Texas State Board of Medical Examiners, expires 11-30-17

PROFESSIONAL EXPERIENCE AND APPOINTMENTS:

12/13-Present	Health Authority/Medical Director for Bell County Public Health District
11/09- Present	Associate Professor, Department of Family and Community Medicine, Texas A&M Health Science Center College of Medicine
9/06-10/09	Clinical Associate Professor, Department of Family Medicine, The University of Texas Medical Branch at Galveston, Galveston, Texas
9/07-12/08	Associate Medical Director, Family Medicine Clinic, The University of Texas Medical Branch at Galveston, Galveston, Texas
9/03-10/09	Director, PAHO/WHO Collaborating Center for Training in International Health, The University of Texas Medical Branch at Galveston, Galveston, Texas
9/88-8/06	Clinical Assistant Professor, Department of Family Medicine, The University of Texas Medical Branch at Galveston, Galveston, Texas
1/99-9/03	Medical Consultant, American National Insurance Company, One Moody Plaza, Galveston, Texas
9/95-12/98	Medical Director, Galveston County Coordinated Community Clinics (4C's), Texas City, La Marque, and Galveston, Texas
4/94-4/95	Family Healthcare Primary Care Outpatient Clinics, The University of Texas Medical Branch, Galveston, Texas
8/85-4/94	Private Practice, Family Health Associates, Galveston, Texas (partner in 2 physician practice)
9/85-1/92	Medical Director, Teen Health Center, Ball High School and Central Middle Schools, Galveston, Texas
1985-89	Clinician, Galveston County Coordinated Community Clinics (4C's) Family Planning Clinic, Texas City, Texas
9/87-8/88	Clinical Instructor, The University of Texas Medical Branch at Galveston, Galveston, Texas
7/84-6/85	Chief Resident, Department of Family Medicine, The University of Texas Medical Branch at Galveston, Galveston, Texas

RESEARCH ACTIVITIES:

Area of Research

Global Health Education, Health Care in Developing Countries

Grant support

“Maria Luisa Ortiz Birthing Center and Casa Materna Project”, Mulukuku, Nicaragua

Proposal based on MPH thesis research to identify and overcome barriers to implementation of evidence based practices to decrease maternal mortality in rural Nicaragua, 2005-2009

\$80,000 - initial startup/operations 2005  
\$150,000 for 5 year operations, 2006- 2011

“Prevalence of Chlamydia and Gonorrhea Infection in Women in Rural Nicaragua”,  
\$2,500; 2005

“Healing in a Bilingual Learning Environment (HABLÉ), Year 1 Practice of Medicine curriculum enhancement, \$49,315, UTMB President’s Cabinet Award, with Donna Weaver, M.D.; 2004-2007. Project has been extended into Years 1,2, and 3 with support from Office of Dean of Academic Affairs.

### Past

Investigator, Community Development Block Grants, Teen Health Center,  
\$10,000  
Annually, 1991-1997

Investigator, Moody Foundation Grant, Teen Health Center, \$10,000, 1993

Investigator, Kempner Foundation, Teen Health Center, \$15,000, 1992

Investigator, United Way, Teen Health Center, \$10,000, annual grant renewed for ten years, 1986-1996

### Unfunded

Seroepidemiology of viral and bacterial zoonoses in Nicaragua – Principal Investigator for medical student research project, 2005

Maternal Mortality in Rural Nicaragua, MPH thesis research, 2004-2005

Maternal Tetanus Immunization Status in two Nicaraguan Communities – Principal Investigator for project designed and conducted with medical and nursing students, 2004

## COMMITTEE RESPONSIBILITIES:

### Current

2013	Chair, Clinical Competency Committee for Residency
2013	All Things Women Hedis Measures Committee- SW Health Plan
2011-Present	Member ,Texas A&M College of Medicine Promotion and Tenure Committee
2010-Present	Member, General Preventive Medicine Residency Advisory Committee, Texas A&M Health Science Center College of Medicine, Round Rock

Past

International

8/06- 11/09 Governing Board Member, Global Health Education Consortium  
8/08- 11/09 Executive Committee, Global Health Education Consortium

State/Regional

2007-2009 Member, Global Initiatives Advisory Group, University of Texas System  
2008-2009 Chair, Global Health Working Group, University of Texas System  
1988-1992 Member, Medical School Liaison Committee, Texas Academy of Family Practice

UTMB

2004 - 2009 Chair, Global Health Scholarship Committee  
8/05- 2009 Residency Advisory Committee, General Preventive Medicine Residency Program  
2003- 2009 Member, PAHO/WHO Collaborating Center for Training in International Health Advisory Board  
2004-2008 Member, Practice of Medicine Year 1 Committee  
2004-2006 Member, Sealy Center for Vaccine Development Executive Leadership Committee  
2004-2006 Member, Steering Committee for the Academy for Community Based Education  
2004-2006 Member, World Health Organization Collaborating Centre for Nursing and Midwifery Development in Primary Care Advisory Board  
1997-1998 Member, Credentials Committee

MEMBERSHIP IN SCIENTIFIC SOCIETIES/PROFESSIONAL ORGANIZATIONS:

American Academy of Family Physicians  
Texas Academy of Family Physicians  
Society of Teachers of Family Medicine  
Texas Medical Association

HONORS:

2005 Teacher of the Year Award, UTMB Family Medicine Residency Program  
2005 Yale/Johnson & Johnson Physician Scholar in International Health - \$4000 competitive award for proposal to expand curriculum in international health  
2004 Recipient, UTMB President's Cabinet Award, "Healing in a Bilingual Learning Environment (HABLÉ)"  
1997 UTMB Sealy Society Mustard Seed Award for Community Service, Teen Health Center  
1997 Rabbi Henri Cohen Humanitarian Award, for work in local community and in Nicaragua  
1996 Fellow, American Academy of Family Practice  
1984 UTMB Outstanding Undergraduate Teaching in Family Medicine Award

PUBLISHED:

A. ARTICLES IN PEER-REVIEWED JOURNALS:

Smith, Janice K., Weaver, Donna B., "Capturing Medical Students' Idealism", *Annals of Family Medicine*; Vol 4, Supplement 1, ppS32-S37, September-October 2006

Howe, Susan L., Vargas, Dora E., Granada, Dorothy, Smith, Janice K.; "Cervical Cancer Prevention in Remote Rural Nicaragua: A program evaluation; *Gynecologic Oncology*, Vol 99, Issue 3, S-1, pp5232-5235, December 2005

B. OTHER:

Peer-Reviewed On-line Curriculum:

COPD: Prevention Module: American Academy of Family Medicine 2011  
Diabetes Type II: The Basics Module: Society of Teachers of Family Medicine; 2013

Thesis/Dissertation

Smith, J.K., "Maternal Mortality in Nicaragua: Identifying Causes and Overcoming Barriers to Implementation of Evidence-based Practices in a Rural Setting", The University of Texas School of Public Health, May 2005

Book Chapters

Smith, J.K., "Childhood and Adolescence", Bope E, Cass, AR and Hagen M (Eds.), Saunders Review of Family Practice, Second Edition, W.B. Saunders Co., Philadelphia, PA, 1997

C. ABSTRACTS PRESENTED:

"Prevalence of Gonorrhea and Chlamydia Infections and Behavioral and Syndromic Correlates Among Women in a Rural Community Setting in Nicaragua", with Demori E. Driver, BA, MPH Student, University of Texas School of Public Health; Kathleen Nash, PhD, RN, FNP, The University of Texas Medical Branch at Galveston – Presented during Global Health Education Consortium Conference Annual Meeting, Toronto, Canada, April 2006

"Seroepidemiology of Viral and Bacterial Zoonoses in Nicaragua", with Paula Jayne Doyle, MS II, The University of Texas Medical Branch at Galveston – Presented during Global Health Education Conference Annual Meeting, Toronto, Canada, April 2006

### PRESENTATIONS AT SYMPOSIA AND CONFERENCES:

“Understanding Social Determinants of Health: The value of interdisciplinary learning”; Medical Education in the 21<sup>st</sup> Century: Teaching for Health Equity; Havana, Cuba , December 2008.

“Strengthening Capacity Through Interdisciplinary Work”, Global Health Education Consortium, 16<sup>th</sup> Annual Conference, Santo Domingo, Dominican Republic, February 2007

“Capturing Medical Students’ Idealism”, Shaping the Futures of Academic Health Centers: Reconnaissance from the Front Lines of Medicine – AAMC Annual Meeting, Washington, DC, November 6, 2005

“Healing in a Bilingual Learning Environment,” Round table discussion, Generalist Physician’s Initiative, Washington, D.C., November 2005

“Primary Health Care in Developing Countries: A Preclinical Preceptorship,” 13<sup>th</sup> Annual Conference, International Health Medical Education Consortium, Antigua, Guatemala, February 2004

“Integrating Ethics Into an International Health Curriculum,” International Health Medical Education Consortium, Costa Rica, March 1998

“Family Medicine in the U.S. – A Critical Review and Perspective”, Seminario Internacional de Saude, Ipatinga, Brazil (Sponsored by Fundacao Sao Francisco Xavier, The University of Texas Medical Branch and Universidade Federal de Minas Gerais), April 1997

“Medical Education in the Community Health Center: Challenges and Solutions,” The Society of Teachers of Family Medicine, 29<sup>th</sup> Annual Spring Meeting, San Francisco, California, 1996

---

### RESUME

CONSUELO ELLIOTT, BSN, RN, WHNP-BC  
4413 Ponderosa Lane  
Temple, TX 76502  
254-760-3366

### EXPERIENCE

September 2014—Present: Director of Nurses Bell County Public Health District Responsible for administrative nursing services. Under direction of the Health Authority /Medical Director and the Director, in consultation with specific programs of the Texas Department of State Health Services (DSHS) and Women’s Health and Family Planning Association of Texas (WHFPT), is responsible for planning, developing and coordinating a program of nursing service in accordance with policies, procedures and objectives of the Health District, DSHS, and WHFPT. The program of nursing service must conform to the specific requirements set forth by program contracts issued by the Health District, DSHS, and WHFPT.

April 2014 – Present: Women's Healthcare Nurse Practitioner Bell County Public Health District

Provides direct patient care to clients and their families in the areas of health assessment, health promotion and disease prevention. Responsible for planning, coordinating, organizing, and providing primary health care services within the expanded nursing function of a specialty role requiring Advanced Nurse Practitioner clinical skills. Responsible for identifying the physical, social, and emotional needs of individuals and families through systematic assessment utilizing professional skills, health history, physical evaluation laboratory and other assessment tools. Administers complete physical examinations, dispenses various birth control methods, counsel patients on pregnancy prevention, abstinence, Prenatal care, preconception, infertility, problem management of birth control methods, pregnancy complications, Sexually Transmitted Diseases and other health related issues. Provide direct patient care to clients and their families in the areas of Immunizations, Tuberculosis control, Sexually Transmitted Diseases and Maternity care.

September 2012--April 2014: Women's Healthcare Nurse Practitioner Scott and White Round Rock OB/GYN Clinic

Provided direct patient care to clients daily in the areas of Gynecology, Obstetrics, and limited primary care. Administers complete physical examinations, dispenses various birth control methods, counsel patients on pregnancy prevention, abstinence, Prenatal care, preconception, infertility, problem management of birth control methods, pregnancy complications, Sexually Transmitted Diseases and other health related issues.

June 2005 – May 2012: Women's Healthcare Nurse Practitioner Bell County Public Health District

Provides direct patient care to clients and their families in the areas of health assessment, health promotion and disease prevention. Responsible for planning, coordinating, organizing, and providing primary health care services within the expanded nursing function of a specialty role requiring Advanced Nurse Practitioner clinical skills. Responsible for identifying the physical, social, and emotional needs of individuals and families through systematic assessment utilizing professional skills, health history, physical evaluation laboratory and other assessment tools. Administers complete physical examinations, dispenses various birth control methods, counsel patients on pregnancy prevention, abstinence, Prenatal care, preconception, infertility, problem management of birth control methods, pregnancy complications, Sexually Transmitted Diseases and other health related issues. Provide direct patient care to clients and their families in the areas of Immunizations, Tuberculosis control, Sexually Transmitted Diseases and Maternity care.

January 2003-June 2005: Staff Nurse, Bell County Public Health District, Temple, TX  
Was responsible for providing direct patient care to clients and their families in the areas of Immunizations, Tuberculosis control, Sexually Transmitted Diseases, Maternity care, and communicable Disease Surveillance and investigation. Performed appropriate follow-up of abnormal lab/conditions/exams, quality assurance activities for Family Planning program, and demonstrated accountability for all nursing actions. Assisted the Charge Nurse in all clinic activities in the Temple clinic.

May 2001-January 2003: Staff Nurse, Bell County Public Health District, Killeen, TX  
Was responsible for providing direct patient care to clients and their families in the areas of Immunizations, Tuberculosis control, Sexually Transmitted Diseases, Maternity care, and communicable Disease Surveillance and investigation. Performed appropriate follow-up of abnormal lab/conditions/exams, quality assurance activities for Family Planning program, and demonstrated accountability for all nursing actions. Assisted the Charge Nurse in all clinic activities in the Killeen clinic.

#### EDUCATION AND HONORS

- Highest Academic Achievement - University of Texas Southwestern Medical School Women's Health Nurse Practitioner Program, Dallas, Texas, 2004.
- Women's Healthcare Nurse Practitioner Certificate - University of Texas Southwestern Medical School, Dallas, Texas, 2005.
- NCC Certification - OB/GYN Nurse Practitioner, 200; Certification currently up to date.
- Bachelor of Science in Nursing - University of Mary Hardin Baylor, Belton Texas, 1998.
- Nu Sigma Lambda Nursing Honor Society, 1997-1998.

#### PROFESSIONAL AFFILIATIONS

- Sigma Theta Tau International Honor Society of Nursing, Tau Epsilon Chapter, 2004 – Present.
- National Association of Nurse Practitioners in Women's Health
- American Association of Nurse Practitioners

**9. Applicants must fill out all the Program Forms and Contract Forms identified in Section 5.9 of this open enrollment.**

## FORM B: TABLE OF CONTENTS AND CHECKLIST

**Legal Business Name:** BELL COUNTY PUBLIC HEALTH DISTRICT

In coordination with the requirements of **Section 5.9 Organization of Electronic Submission of Application**, this form is provided to ensure Applicants submit the required forms.

FORMS	DESCRIPTION	Included	Page #
<b>A</b>	Face Page	<input checked="" type="checkbox"/>	<b>2</b>
<b>A-1</b>	Application Narrative	<input checked="" type="checkbox"/>	<b>3-52</b>
<b>B</b>	Table of Contents and Checklist	<input checked="" type="checkbox"/>	<b>53</b>
<b>C</b>	Texas Counties and Regions	<input checked="" type="checkbox"/>	<b>54</b>
<b>D</b>	Family Planning Program Contact Information	<input checked="" type="checkbox"/>	<b>55</b>
<b>E</b>	Family Planning Funding Request and Proposed Number of Unduplicated Clients	<input checked="" type="checkbox"/>	<b>56</b>
<b>F</b>	Budget Summary	<input checked="" type="checkbox"/>	<b>57</b>
<b>F-1 – F-7</b>	Budget Category Detail Forms	<input checked="" type="checkbox"/>	<b>58-67</b>
	Bell County Public Health District Travel Policy	<input checked="" type="checkbox"/>	<b>68</b>
	Bell County Public Health District Indirect Cost Certificate	<input checked="" type="checkbox"/>	<b>69</b>
<b>G</b>	Family Planning Program Applicant Readiness	<input checked="" type="checkbox"/>	<b>70-71</b>
<b>H</b>	Family Planning Clinic Sites Readiness	<input checked="" type="checkbox"/>	<b>72-73</b>
<b>I</b>	Family Planning Program Clinic Sites	<input checked="" type="checkbox"/>	<b>74-75</b>
<b>J</b>	Family Planning Services Profile Table	<input checked="" type="checkbox"/>	<b>76-79</b>
<b>K</b>	Family Planning Certification	<input checked="" type="checkbox"/>	<b>80-83</b>
<b>Appendix I</b>	Certifications and Other Required Forms:  Form 1: Child Support Certification Form 2: Debarment, Suspension, Ineligibility, ...Certification Form 3: Federal Lobbying Certification Form 4: Required Certifications Form 5: Respondent Information and Disclosures Form 6: Anti-Trust Certification Form 7: HUB Subcontracting Plan (HSP) Form 8: Security and Privacy Initial Inquiry (SPI)	<input checked="" type="checkbox"/>	<b>84-119</b>
	HUB Subcontracting Plan Supporting Documents in separate bound document accompanying this application		

## FORM C: TEXAS COUNTIES AND REGIONS

Legal Business Name:

BELL COUNTY PUBLIC HEALTH DISTRICT

Applicant must identify the counties in which it proposes to provide the services required under this enrollment by placing a checkmark or an X in the respective county(ies) box(es).

Counties	<input type="checkbox"/>	R	Counties	<input type="checkbox"/>	R	Counties	<input type="checkbox"/>	R	Counties	<input type="checkbox"/>	R	Counties	<input type="checkbox"/>	R
<b>-A-</b>			Crosby	<input type="checkbox"/>	01	Hays	<input type="checkbox"/>	07	Martin	<input type="checkbox"/>	09	Schleicher	<input type="checkbox"/>	09
Anderson	<input type="checkbox"/>	04	Culberson	<input type="checkbox"/>	10	Hemphill	<input type="checkbox"/>	01	Mason	<input type="checkbox"/>	09	Scurry	<input type="checkbox"/>	02
Andrews	<input type="checkbox"/>	09	<b>-D-</b>			Henderson	<input type="checkbox"/>	04	Matagorda	<input type="checkbox"/>	06	Shackelford	<input type="checkbox"/>	02
Angelina	<input type="checkbox"/>		Dallam	<input type="checkbox"/>	01	Hidalgo	<input type="checkbox"/>	11	Maverick	<input type="checkbox"/>	08	Shelby	<input type="checkbox"/>	05
		05												
Aransas	<input type="checkbox"/>	11	Dallas	<input type="checkbox"/>	03	Hill	<input type="checkbox"/>	07	McCulloch	<input type="checkbox"/>	09	Sherman	<input type="checkbox"/>	01
Archer	<input type="checkbox"/>	02	Dawson	<input type="checkbox"/>	09	Hockley	<input type="checkbox"/>	01	McLennan	<input type="checkbox"/>	07	Smith	<input type="checkbox"/>	04
Armstrong	<input type="checkbox"/>	01	Deaf Smith	<input type="checkbox"/>	01	Hood	<input type="checkbox"/>	03	McMullen	<input type="checkbox"/>	11	Somervell	<input type="checkbox"/>	03
Atascosa	<input type="checkbox"/>	08	Delta	<input type="checkbox"/>	04	Hopkins	<input type="checkbox"/>	04	Medina	<input type="checkbox"/>	08	Starr	<input type="checkbox"/>	11
Austin	<input type="checkbox"/>	06	Denton	<input type="checkbox"/>	03	Houston	<input type="checkbox"/>	05	Menard	<input type="checkbox"/>	09	Stephens	<input type="checkbox"/>	02
<b>-B-</b>			DeWitt	<input type="checkbox"/>	08	Howard	<input type="checkbox"/>	09	Midland	<input type="checkbox"/>	09	Sterling	<input type="checkbox"/>	09
Bailey	<input type="checkbox"/>	01	Dickens	<input type="checkbox"/>	01	Hudspeth	<input type="checkbox"/>	10	Millam	<input type="checkbox"/>	07	Stonewall	<input type="checkbox"/>	02
Bandera	<input type="checkbox"/>	08	Dimmit	<input type="checkbox"/>	08	Hunt	<input type="checkbox"/>	03	Mills	<input type="checkbox"/>	07	Sutton	<input type="checkbox"/>	09
Bastrop	<input type="checkbox"/>	07	Donley	<input type="checkbox"/>	01	Hutchinson	<input type="checkbox"/>	01	Mitchell	<input type="checkbox"/>	02	Swisher	<input type="checkbox"/>	01
Baylor	<input type="checkbox"/>	02	Duval	<input type="checkbox"/>	11	<b>-I-</b>			Montague	<input type="checkbox"/>	02	<b>-T-</b>		
Bee	<input type="checkbox"/>	11	<b>-E-</b>			Irion	<input type="checkbox"/>	09	Montgomery	<input type="checkbox"/>	06	Tarrant	<input type="checkbox"/>	03
Bell	<input checked="" type="checkbox"/>	07	Eastland	<input type="checkbox"/>	02	<b>-J-</b>			Moore	<input type="checkbox"/>	01	Taylor	<input type="checkbox"/>	02
Bexar	<input type="checkbox"/>	08	Ector	<input type="checkbox"/>	09	Jack	<input type="checkbox"/>	02	Morris	<input type="checkbox"/>	04	Terrell	<input type="checkbox"/>	09
Blanco	<input type="checkbox"/>	07	Edwards	<input type="checkbox"/>	08	Jackson	<input type="checkbox"/>	08	Motley	<input type="checkbox"/>	01	Terry	<input type="checkbox"/>	01
Borden	<input type="checkbox"/>	09	Ellis	<input type="checkbox"/>	03	Jasper	<input type="checkbox"/>		<b>-N-</b>			Throckmorton	<input type="checkbox"/>	02
								05						
Bosque	<input type="checkbox"/>	07	El Paso	<input type="checkbox"/>	10	Jeff Davis	<input type="checkbox"/>	10	Nacogdoches	<input type="checkbox"/>	05	Titus	<input type="checkbox"/>	04
Bowie	<input type="checkbox"/>	04	Erath	<input type="checkbox"/>	03	Jefferson	<input type="checkbox"/>	05	Navarro	<input type="checkbox"/>	03	Tom Green	<input type="checkbox"/>	09
Brazoria	<input type="checkbox"/>	06	<b>-F-</b>			Jim Hogg	<input type="checkbox"/>	11	Newton	<input type="checkbox"/>	05	Travis	<input type="checkbox"/>	07
Brazos	<input type="checkbox"/>	07	Falls	<input type="checkbox"/>	07	Jim Wells	<input type="checkbox"/>	11	Nolan	<input type="checkbox"/>	02	Trinity	<input type="checkbox"/>	05
Brewster	<input type="checkbox"/>	10	Fannin	<input type="checkbox"/>	03	Johnson	<input type="checkbox"/>	03	Nueces	<input type="checkbox"/>	11	Tyler	<input type="checkbox"/>	05
Briscoe	<input type="checkbox"/>	01	Fayette	<input type="checkbox"/>	07	Jones	<input type="checkbox"/>	02	<b>-O-</b>			<b>-U-</b>		
Brooks	<input type="checkbox"/>	11	Fisher	<input type="checkbox"/>	02	<b>-K-</b>			Ochiltree	<input type="checkbox"/>	01	Upshur	<input type="checkbox"/>	04
Brown	<input type="checkbox"/>	02	Floyd	<input type="checkbox"/>	01	Karnes	<input type="checkbox"/>	08	Oldham	<input type="checkbox"/>	01	Upton	<input type="checkbox"/>	09
Burleson	<input type="checkbox"/>	07	Foard	<input type="checkbox"/>	02	Kaufman	<input type="checkbox"/>	03	Orange	<input type="checkbox"/>	05	Uvalde	<input type="checkbox"/>	08
Burnet	<input type="checkbox"/>	07	Fort Bend	<input type="checkbox"/>	06	Kendall	<input type="checkbox"/>	08	<b>-P-</b>			<b>-V-</b>		
<b>-C-</b>			Franklin	<input type="checkbox"/>	04	Kenedy	<input type="checkbox"/>	11	Palo Pinto	<input type="checkbox"/>	03	Val Verde	<input type="checkbox"/>	08
Caldwell	<input type="checkbox"/>	07	Freestone	<input type="checkbox"/>	07	Kent	<input type="checkbox"/>	02	Panola	<input type="checkbox"/>	04	Van Zandt	<input type="checkbox"/>	04
Calhoun	<input type="checkbox"/>	08	Frio	<input type="checkbox"/>	08	Kerr	<input type="checkbox"/>	08	Parker	<input type="checkbox"/>	03	Victoria	<input type="checkbox"/>	08
Callahan	<input type="checkbox"/>	02	<b>-G-</b>			Kimble	<input type="checkbox"/>	09	Parmer	<input type="checkbox"/>	01	<b>-W-</b>		
Cameron	<input type="checkbox"/>	11	Gaines	<input type="checkbox"/>	09	King	<input type="checkbox"/>	01	Pecos	<input type="checkbox"/>	09	Walker	<input type="checkbox"/>	06
Camp	<input type="checkbox"/>	04	Galveston	<input type="checkbox"/>	06	Kinney	<input type="checkbox"/>	08	Polk	<input type="checkbox"/>	05	Waller	<input type="checkbox"/>	06
Carson	<input type="checkbox"/>	01	Garza	<input type="checkbox"/>	01	Kleberg	<input type="checkbox"/>	11	Potter	<input type="checkbox"/>	01	Ward	<input type="checkbox"/>	09
Cass	<input type="checkbox"/>	04	Gillespie	<input type="checkbox"/>	08	Knox	<input type="checkbox"/>	02	Presidio	<input type="checkbox"/>	10	Washington	<input type="checkbox"/>	07
Castro	<input type="checkbox"/>	01	Glasscock	<input type="checkbox"/>	09	<b>-L-</b>			<b>-R-</b>			Webb	<input type="checkbox"/>	11
Chambers	<input type="checkbox"/>	06	Goliad	<input type="checkbox"/>	08	Lamar	<input type="checkbox"/>	04	Rains	<input type="checkbox"/>	04	Wharton	<input type="checkbox"/>	06
Cherokee	<input type="checkbox"/>	04	Gonzales	<input type="checkbox"/>	08	Lamb	<input type="checkbox"/>	01	Randall	<input type="checkbox"/>	01	Wheeler	<input type="checkbox"/>	01
Childress	<input type="checkbox"/>	01	Gray	<input type="checkbox"/>	01	Lampasas	<input type="checkbox"/>	07	Reagan	<input type="checkbox"/>	09	Wichita	<input type="checkbox"/>	02
Clay	<input type="checkbox"/>	02	Grayson	<input type="checkbox"/>	03	La Salle	<input type="checkbox"/>	08	Real	<input type="checkbox"/>	08	Wilbarger	<input type="checkbox"/>	02
Cochran	<input type="checkbox"/>	01	Gregg	<input type="checkbox"/>	04	Lavaca	<input type="checkbox"/>	08	Red River	<input type="checkbox"/>	04	Willacy	<input type="checkbox"/>	11
Coke	<input type="checkbox"/>	09	Grimes	<input type="checkbox"/>	07	Lee	<input type="checkbox"/>	07	Reeves	<input type="checkbox"/>	09	Williamson	<input type="checkbox"/>	07
Coleman	<input type="checkbox"/>	02	Guadalupe	<input type="checkbox"/>	08	Leon	<input type="checkbox"/>	07	Refugio	<input type="checkbox"/>	11	Wilson	<input type="checkbox"/>	08
Collin	<input type="checkbox"/>	03	<b>-H-</b>			Liberty	<input type="checkbox"/>	06	Roberts	<input type="checkbox"/>	01	Winkler	<input type="checkbox"/>	09
Collingsworth	<input type="checkbox"/>	01	Hale	<input type="checkbox"/>	01	Limestone	<input type="checkbox"/>	07	Robertson	<input type="checkbox"/>	07	Wise	<input type="checkbox"/>	03
Colorado	<input type="checkbox"/>	06	Hall	<input type="checkbox"/>	01	Lipscomb	<input type="checkbox"/>	01	Rockwall	<input type="checkbox"/>	03	Wood	<input type="checkbox"/>	04
Comal	<input type="checkbox"/>	08	Hamilton	<input type="checkbox"/>	07	Live Oak	<input type="checkbox"/>	11	Runnels	<input type="checkbox"/>	02	<b>-Y-</b>		
Comanche	<input type="checkbox"/>	02	Hansford	<input type="checkbox"/>	01	Llano	<input type="checkbox"/>	07	Rusk	<input type="checkbox"/>	04	Yoakum	<input type="checkbox"/>	01
Concho	<input type="checkbox"/>	09	Hardeman	<input type="checkbox"/>	02	Loving	<input type="checkbox"/>	09	<b>-S-</b>			Young	<input type="checkbox"/>	02
Cooke	<input type="checkbox"/>	03	Hardin	<input type="checkbox"/>	05	Lubbock	<input type="checkbox"/>	01	Sabine	<input type="checkbox"/>	05	<b>-Z-</b>		
Coryell	<input type="checkbox"/>	07	Harris	<input type="checkbox"/>	06	Lynn	<input type="checkbox"/>	01	San Augustine	<input type="checkbox"/>	05	Zapata	<input type="checkbox"/>	11
Cottle	<input type="checkbox"/>	02	Harrison	<input type="checkbox"/>	04	<b>-M-</b>			San Jacinto	<input type="checkbox"/>	05	Zavala	<input type="checkbox"/>	08
Crane	<input type="checkbox"/>	09	Hartley	<input type="checkbox"/>	01	Madison	<input type="checkbox"/>	07	San Patricio	<input type="checkbox"/>	11			
Crockett	<input type="checkbox"/>	09	Haskell	<input type="checkbox"/>	02	Marion	<input type="checkbox"/>	04	San Saba	<input type="checkbox"/>	07			

**FORM D: FAMILY PLANNING PROGRAM CONTACT PERSON INFORMATION**

**Legal Business Name:** BELL COUNTY PUBLIC HEALTH DISTRICT

- This form provides information about the appropriate contacts in the Applicant's organization.
- Mark N/A if a contact does not apply to your agency.
- ALL phone numbers should be a direct line to the designated individual.
- If any of the following information changes during the term of the contract, please send written notification to the program.

<b>Contacts</b>	
<b><i>Billing Contact</i></b>	
Last Name: Lawrence	Last Name: Scurzi
First Name: Melissa	First Name: Bonnie
Salutation: Ms.	Salutation: Mrs.
Title: Billing Clerk	Title: Director
Email: mlawrence@bellcountyhealth.org	Email: bscurzi@bellcountyhealth.org
Phone: 254-778-4766	Phone: 254-773-4457
<b><i>Financial Director</i></b>	
Last Name: Porubsky	Last Name: Smith
First Name: Judy	First Name: Janice
Salutation: Ms.	Salutation: Ms.
Title: CFO	Title: Health Authority/Medical Director
Email: jporubsky@bellcountyhealth.org	Email: Janice.smith@BSWhealth.org
Phone: 254-773-4457	Phone: 409-771-0072
<b><i>Primary Program Contact</i></b>	
Last Name: Elliott	Last Name: Elliott
First Name: Chelo	First Name: Chelo
Salutation: Mrs.	Salutation: Mrs.
Title: Director of Nurses	Title: Director of Nurses
Email: celliott@bellcountyhealth.org	Email: celliott@bellcountyhealth.org
Phone: 254-778-4766	Phone: 254-778-4766
<b><i>Quality Assurance Contact</i></b>	

**FORM E: FAMILY PLANNING PROGRAM FUNDING REQUEST & PROPOSED  
NUMBER OF UNDUPLICATED CLIENTS**

**Legal Business Name:** BELL COUNTY PUBLIC HEALTH DISTRICT

Family Planning Program contractors may seek reimbursement for project costs using the following methods:

- A. Contractors will be reimbursed using the Fee-For-Service reimbursement method by submitting claims to TMHP for direct clinical care services provided to Clients, which will then be paid by HHSC; and
- B. Contractors may seek cost reimbursement for services that enhance the Fee-For-Service services provided to Clients by submitting monthly vouchers for expenses detailed in the categorical budget attached to a contractor's contract.

**NOTE:** Applicants may request up to 100% of their total funding request to be reimbursed through the Fee-For-Service reimbursement method or Applicants may request a portion of their funding request to be reimbursed on a cost reimbursement basis in addition to the Fee-For-Service reimbursement method. However, the cost reimbursement amount requested may not exceed 50% of Applicant's total proposed funding request and ultimately, its funding award.

Enter the amount of funds requested in the boxes below:

Fee-for-Service Amount	\$456,000
Cost Reimbursement Amount	\$303,626
<b>Total Amount</b>	<b>\$759,626</b>

The number of Unduplicated Clients an Applicant intends to serve through the Family Planning Program will be used to assess, in part, the Applicant's effectiveness in providing the proposed services under the contract resulting from this open enrollment. This number is the estimated total number of Unduplicated Clients to whom the Applicant will provide services at the proposed clinic sites. This total should be an estimate of the number of Unduplicated Clients the Applicant proposes to serve at the Family Planning Program clinic sites included in its application. Use the following average cost per Client OR submit an explanation of the average used by the agency: **\$285.00.**

Enter the estimated number of Unduplicated Clients to be served during the term of the contract, categorized by State Fiscal Year in the table below.

Period of Time	Proposed Number of Unduplicated Clients
July 1, 2016 – August 31, 2016 -- FY'16	250
September 1, 2016 – August 31, 2017 -- FY'17	1600
<b>Total Number</b>	<b>1850</b>

Applicants must provide an explanation/justification if the average cost per Client exceeds the statewide average of \$285.

--























## **BELL COUNTY PUBLIC HEALTH DISTRICT**

### **TRAVEL POLICY**

Revised: May 10, 2016

FROM: Bonnie Scurzi, Director

Mileage reimbursement rate for Bell County Public Health District is currently .50 per mile. All staff members who use their personal vehicle for Health District business are required to furnish documentation to their Division Director that they have up-to-date automobile insurance for that purpose. Division Directors may not authorize travel reimbursement to a staff member unless current insurance records are maintained.

Employees will be reimbursed for hotel, travel, meals (including up to 15% tip, which will not be charged to DSHS contracts, & tax), and parking for expenses incurred during approved travel for Health District business when traveling out of town or overnight. Meals (breakfast, lunch, & dinner) will be reimbursed a maximum of \$45 per day (with receipts) when out of town (breakfast on the first day of travel out of town is not reimbursable). Lunch costs will be reimbursed for travel when an employee travels out of town and returns the same day. No alcohol will be reimbursed. To claim reimbursement for travel expenses, the employee must complete a travel reimbursement form and attach original receipts for meals, parking, travel, and hotel. Credit card receipts are not acceptable for reimbursement – an itemized receipt must be submitted.

## Certificate of Indirect Costs

(for use by local governments only)

Organization Name:	Bell County Public Health District
Address:	Post Office Box 2149
Address:	Temple, TX 76503-2149
Address:	
Phone Number:	254-773-4457

This is to certify that I have reviewed the indirect cost rate proposal and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish billing or final indirect costs rates for September 1, 2015 through August 31, 2016 are allowable in accordance with the requirements of the Federal **or state** award(s) to which they apply and OMB Circular A-87, "Cost Principles for State and Local Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal **or state** awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements.

Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently. The Department of State Health Services (DSHS) will be notified of any accounting changes that would affect the indirect cost rate. The indirect cost rate proposal and supporting documentation are on file and available for audit by DSHS or any of its duly authorized representatives.

**Effective Period - From:** 09-01-14  
**Rate (%):** 5.89%

**To:** 08-31-15  
**Rate Type:** Final

**Effective Period - From:** 09-01-15  
**Rate (%):** 7.95%

**To:** 08-31-16  
**Rate Type:** Provisional

**Base:** Salaries and fringe benefits

I declare that the foregoing is true and correct.

Chief Executive Officer Printed Name: Bonnie Scurzi

Chief Executive Officer Signature: Bonnie Scurzi Date: 01-27-16

Chief Financial Officer Printed Name: Judy Porubsky

Chief Financial Officer Signature: Judy Porubsky Date: 01-27-16

## FORM G: FAMILY PLANNING PROGRAM APPLICANT READINESS

**Legal Business Name:** BELL COUNTY PUBLIC HEALTH DISTRICT

Check Yes or No:

	Yes	No
<b>1. Program Administration and Management</b>		
a. As part of this Application, did your agency provide job descriptions that include specific duties for the key employees related to the Family Planning Program? <ul style="list-style-type: none"> <li>• QA/QI personnel</li> <li>• Eligibility staff</li> <li>• Data collection staff</li> <li>• Billing staff</li> </ul>	X	
b. As part of this Application, did your agency provide resumes for the following key employees related to the Family Planning Program? <ul style="list-style-type: none"> <li>• Medical Director</li> <li>• Program Director</li> <li>• Clinical Director/Supervisor</li> </ul>	X	
c. Does your agency have experience providing comprehensive primary and preventive health care (i.e., prevention, screening, diagnostic, treatment services, and appropriate referral)?	X	
d. Is your agency a public entity that provides Family Planning Services including state, county, and local community health centers, Federally Qualified Health Centers, and clinics under the Baylor College of Medicine?	X	
e. Is your agency a non-public entity that provides comprehensive primary and preventive care as a part of Family Planning Services?		X
f. Is your agency non-public entity that provides Family Planning Services but does not provide comprehensive primary and preventive care?		X
g. Is your agency a current certified Texas Women's Health Program provider?	X	
<b>2. Service Delivery</b>		
a. Does your agency have staff available to determine eligibility?	X	
<b>3. Partnerships/Subcontracting</b>		
a. Does your agency plan to subcontract any of the required or optional services?	X	
<b>4. Data Collection and Billing Systems</b>		
a. Does your agency have a billing system and/or process to submit Fee-For-Service claims to the Texas Medicaid Healthcare Partnership (the Texas Medicaid Provider Procedures Manual provides detailed claims submission information and can be accessed on the TMHP website at: <a href="http://www.tmhp.com">http://www.tmhp.com</a> )?	X	
<b>5. Use of Community Health Workers</b>		
a. Does your agency currently employ or plan to employ Community Health Workers for community outreach, education, or other client service activities?	X	

If No is marked for any of the above, please explain:

The Health District is a public entity.

## FORM H: FAMILY PLANNING PROGRAM CLINIC SITE READINESS

**Legal Business Name:** BELL COUNTY PUBLIC HEALTH DISTRICT-Temple Clinic

Clinic Site # 1 of 2

Complete one form for every clinic site that will provide Family Planning Program Services funded through this open enrollment. Please complete the form by marking yes for no for each of the items listed below:

	Yes	No
Is there appropriate signage to identify funded entity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there adequate space for clinical and administrative staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are Family Planning Services provided under the purview of a Medical Director licensed in the state of Texas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have at least a Class D pharmacy license (or have applied for license)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are the required contraceptives available on-site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there locked storage to protect confidential medical records, medications, and medical supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there proper disposal for medical waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there CLIA certification for level of tests performed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the clinic site in compliance with accessibility guidelines for persons with disabilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the clinic site geographically close to the target population?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are the clinic site appointment hours convenient enough to meet the clients' needs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have clean exam rooms where services are delivered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have adequate space for Client intake?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have adequate space for Clients to wait for their appointments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there appropriate resources for and use of interpreter services and language translation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have financial management systems that include secure data storage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there appropriate emergency policies, procedures, and supplies, as applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If any of the above requirements are not currently in place, can they be in place by the contract award date? N/A	<input type="checkbox"/>	<input type="checkbox"/>

If No is marked for any of the above, please explain:

[illegible]

## FORM H: FAMILY PLANNING PROGRAM CLINIC SITE READINESS

**Legal Business Name:** BELL COUNTY PUBLIC HEALTH DISTRICT- Killeen Clinic

### Clinic Site # 2 of 2

Complete one form for every clinic site that will provide Family Planning Program Services funded through this open enrollment. Please complete the form by marking yes for no for each of the items listed below:

	Yes	No
Is there appropriate signage to identify funded entity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there adequate space for clinical and administrative staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are Family Planning Services provided under the purview of a Medical Director licensed in the state of Texas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have at least a Class D pharmacy license (or have applied for license)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are the required contraceptives available on-site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there locked storage to protect confidential medical records, medications, and medical supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there proper disposal for medical waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there CLIA certification for level of tests performed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the clinic site in compliance with accessibility guidelines for persons with disabilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the clinic site geographically close to the target population?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are the clinic site appointment hours convenient enough to meet the clients' needs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have clean exam rooms where services are delivered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have adequate space for Client intake?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have adequate space for Clients to wait for their appointments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there appropriate resources for and use of interpreter services and language translation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the clinic site have financial management systems that include secure data storage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there appropriate emergency policies, procedures, and supplies, as applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If any of the above requirements are not currently in place, can they be in place by the contract award date? N/A	<input type="checkbox"/>	<input type="checkbox"/>

If No is marked for any of the above, please explain:

[illegible]

## FORM I: FAMILY PLANNING PROGRAM CLINIC SITES

**Legal Business Name:** BELL COUNTY PUBLIC HEALTH DISTRICT **Clinic Site # 1 of 2**

**CLINIC SITE INFORMATION:** Complete this form for **EACH** clinic site that will provide Family Planning Program services funded under this enrollment.

Clinic Name: Temple Clinic	
Street Address: 509 S. 9 <sup>th</sup> Street	Suite:
City: Temple County: Bell	Zip Code: 76504 HHSR: 7
Clinic APPOINTMENT Phone #: 254-778-4766	
Clinic PRIMARY Phone #: 254-778-4766 Fax: 254-778-2912	
Service Area (counties to be served by this clinic site): Bell County	
Contact Person: Chelo Elliott	
Pharmacy License #: 7040 Class: D	Date of Pharmacy License Application Submission: N/A
TPI#: 088334001	NPI #: 13563999059
Date of Medicaid Application Submission(if no TPI# or NPI#): N/A	
Subcontractor Site: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Mobile Site: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

### CLINIC HOURS

DAY	HOURS OF OPERATION					
	Morning		Afternoon		Evening (after 5pm)	
	From	To	From	To	From	To
MONDAY	7am	12pm	12pm	4:30pm		
TUESDAY	7am	12pm	12pm	4:30pm		
WEDNESDAY	7am	12pm	12pm	4:30pm		
THURSDAY	7am	12pm	12pm	4:30pm		
FRIDAY	7am	11am				
SATURDAY						
SUNDAY						

## FORM I: FAMILY PLANNING PROGRAM CLINIC SITES

**Legal Business Name:** BELL COUNTY PUBLIC HEALTH DISTRICT **Clinic Site # 2 of 2**

**CLINIC SITE INFORMATION:** Complete this form for **EACH** clinic site that will provide Family Planning Program services funded under this enrollment.

Clinic Name: Killeen Clinic					
Street Address: 309 N. 2 <sup>nd</sup> Street		Suite:			
City: Killeen	County: Bell	Zip Code: 76541	HHSR: 7		
Clinic APPOINTMENT Phone #: 254-526-8371					
Clinic PRIMARY Phone #: 254-526-8371		Fax: 254-526-5343			
Service Area (counties to be served by this clinic site): Bell County					
Contact Person: Chelo Elliott					
Pharmacy License #: 26994	Class: D	Date of Pharmacy License Application Submission:		N/A	
TPI#: 088334004		NPI #: 1669620159			
Date of Medicaid Application Submission(if no TPI# or NPI#):		N/A			
Subcontractor Site:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Mobile Site:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		

### CLINIC HOURS

DAY	HOURS OF OPERATION					
	Morning		Afternoon		Evening (after 5pm)	
	From	To	From	To	From	To
MONDAY	7am	12pm	12pm	4:30pm		
TUESDAY	7am	12pm	12pm	4:30pm		
WEDNESDAY	7am	12pm	12pm	4:30pm		
THURSDAY	7am	12pm	12pm	4:30pm		
FRIDAY	7am	11am				
SATURDAY						
SUNDAY						

## FORM J: SERVICES PROFILE TABLE

**Legal Business Name:** BELL COUNTY PUBLIC HEALTH DISTRICT

**Clinic Name:** Temple Clinic

**Clinic Site #** 1 of 2

Supply or Service	Provided On-Site	Provided Through Referral	Referral Provider Name & Location
Informed Consent	X		
History	X		
Physical Assessment	X		
Lab Testing	X		
Pap Test	X		
Client Education/Counseling	X		
Pregnancy Diagnosis / Counseling	X		
STI/STD Testing	X		
STI/STD Treatment	X		
HIV Testing	X		
Level I Infertility Services	X		
Minor GYN Problems	X		
Health Promotion / Disease Prevention	X		
Special GYN Procedures	X		
Female sterilization ( <i>counseling provided, consent signed, scheduling &amp; payment for procedure, even if procedure done elsewhere</i> )		X	Baylor Scott & White Hospital 2401 S. 31 <sup>st</sup> St. Temple, Tx 76508
Intrauterine Contraception (IUD/IUS)	X		
Hormonal Implant (Nexplanon™)	X		
Medroxyprogesterone Acetate (DMPA/Depo)	X		
Oral Contraceptives ( <i>providing a client with a prescription does not meet the definition of "on-site"</i> )	X		
Transdermal Hormonal Contraceptive (Patch)*	X		
Vaginal Hormonal Contraceptive (Ring)*	X		
Diaphragm and/or Cervical Cap	X		
Contraceptive Sponge	X		
Female Condoms	X		
Spermicidal Methods or Products	X		

Supply or Service	Provided On-Site	Provided Through Referral	Referral Provider Name & Location
Natural Family Planning Instruction	X		
Abstinence Education	X		
Male sterilization ( <i>counseling provided, consent signed, scheduling &amp; payment for procedure, even if procedure done elsewhere</i> )		X	Baylor Scott & White Hospital 2401 S. 31 <sup>st</sup> St. Temple, Tx 76508
Male Condoms	X		

\*At least one of these two methods (patch/ring) **must** be provided on-site; the other may be provided by referral.

The services on the table below are optional. Please complete the table below with services Applicant intends to provide.

Optional Services ( <i>see Appendix B for reimbursable procedure codes</i> )	Provided On-site	Not Provided	Provided Through Referral	Subcontracted
Breast and Cervical Cancer Diagnostic Services			X	
Limited Prenatal Services			X	
Immunizations	X			

## FORM J: SERVICES PROFILE TABLE

**Legal Business Name:** BELL COUNTY PUBLIC HEALTH DISTRICT

**Clinic Name:** Killeen Clinic

**Clinic Site #** 2 of 2

Supply or Service	Provided On-Site	Provided Through Referral	Referral Provider Name & Location
Informed Consent	X		
History	X		
Physical Assessment	X		
Lab Testing	X		
Pap Test	X		
Client Education/Counseling	X		
Pregnancy Diagnosis / Counseling	X		
STI/STD Testing	X		
STI/STD Treatment	X		
HIV Testing	X		
Level I Infertility Services	X		
Minor GYN Problems	X		
Health Promotion / Disease Prevention	X		
Special GYN Procedures	X		
Female sterilization ( <i>counseling provided, consent signed, scheduling &amp; payment for procedure, even if procedure done elsewhere</i> )		X	Baylor Scott & White Hospital 2401 S. 31 <sup>st</sup> St. Temple, Tx 76508
Intrauterine Contraception (IUD/IUS)	X		
Hormonal Implant (Nexplanon™)	X		
Medroxyprogesterone Acetate (DMPA/Depo)	X		
Oral Contraceptives ( <i>providing a client with a prescription does not meet the definition of "on-site"</i> )	X		
Transdermal Hormonal Contraceptive (Patch)*	X		
Vaginal Hormonal Contraceptive (Ring)*	X		
Diaphragm and/or Cervical Cap	X		
Contraceptive Sponge	X		
Female Condoms	X		
Spermicidal Methods or Products	X		

Supply or Service	Provided On-Site	Provided Through Referral	Referral Provider Name & Location
Natural Family Planning Instruction	X		
Abstinence Education	X		
Male sterilization ( <i>counseling provided, consent signed, scheduling &amp; payment for procedure, even if procedure done elsewhere</i> )		X	Baylor Scott & White Hospital 2401 S. 31 <sup>st</sup> St. Temple, Tx 76508
Male Condoms	X		

\*At least one of these two methods (patch/ring) **must** be provided on-site; the other may be provided by referral.

The services on the table below are optional. Please complete the table below with services Applicant intends to provide.

Optional Services ( <i>see Appendix B for reimbursable procedure codes</i> )	Provided On-site	Not Provided	Provided Through Referral	Subcontracted
Breast and Cervical Cancer Diagnostic Services			X	
Limited Prenatal Services			X	
Immunizations	X			

## FORM K: FAMILY PLANNING CERTIFICATION

*This certification pertains to the following Family Planning Program Applicant:*

**Applicant's Name** Bell County Public Health District

**Federal Tax ID Number** 746000348

**NPI Number** Temple clinic – 1356399059; Killeen clinic - 1669620159

**Applicant's primary billing address:**

**Street Address** 509 S. 9<sup>th</sup> St.

**Street Address City/State/Zip Code** Temple, Tx 76504

**Telephone Number** 254-778-4766

**Applicant's primary physical address:**

**Street Address** 509 S. 9<sup>th</sup> St. Temple, Tx 76504

### DEFINITIONS

For the purposes of this certification, the following terms are defined as follows:

The term “Affiliate” means:

An individual or entity that has a legal relationship with another entity, which relationship is created or governed by at least one written instrument that demonstrates:

1. common ownership, management, or control; a franchise; or
2. the granting or extension of a license or other agreement that authorizes the Affiliate to use the other entity's brand name, trademark, service mark, or other registered identification mark.

The “written instruments” referenced above may include a certificate of formation, a franchise agreement, standards of affiliation, bylaws, articles of incorporation, or a license, but do not include agreements related to a physician's participation in a physician group practice, such as a hospital group agreement, staffing agreement, management agreement, or collaborative practice agreement.

The term “Promote” means advancing, furthering, advocating, or popularizing Elective Abortion by, for example:

1. taking affirmative action to secure Elective Abortion services for a Family Planning Program Client (such as making an appointment, obtaining consent for the Elective Abortion, arranging for transportation, negotiating a reduction in an Elective Abortion provider fee, or arranging or scheduling an Elective Abortion procedure); however, the term does not include providing upon the patient's request neutral, factual information and nondirective counseling, including the name, address, telephone number, and other relevant information about a provider;
2. furnishing or displaying to a Family Planning Program Client information that publicizes or advertises an Elective Abortion service or provider; or
3. using, displaying, or operating under a brand name, trademark, service mark, or registered identification mark of an organization that performs or Promotes Elective Abortions.

***My name is Bonnie Scurzi. I am the provider or, if the provider is an organization, I am the provider's Director (title or position) I am of sound mind, capable of making this certification, and I am personally acquainted with the facts stated here. If I am representing an organizational provider, I am authorized to make this certification on the provider's behalf. Throughout the remainder of this document, the word "I" will represent the individual provider that is completing this form or the organizational provider on whose behalf the form is being completed. If this form is being completed on behalf of an organizational provider, the word "I" is inclusive of the organization, owners, officers, employees, and volunteers, or any combination of these.***

***I understand that the Texas Legislature has specified that Family Planning Program funds may not be used to pay the direct or Indirect Costs of abortion procedures provided by HHSC contractors, or distributed to individuals or entities that perform Elective Abortion procedures or that contract with or provide funds to individuals or entities for the performance of Elective Abortion procedures. (H.B. 1, 84th Legislature, Regular Session, 2015, art. II, at II-104, Section 85 (relating to Prohibition on Abortions-Family Planning)). I also understand that to receive Family Planning Program funds I must, if applicable, meet the organization requirements under Health and Human Services Commission Rider 87 of the 2016-17 General Appropriations Act (H.B. 1, 84th Legislature, Regular Session, 2015, art. II, at II-104, Section 87 (relating to Family Planning Affiliate Requirements)).***

***I understand that I am not qualified to participate in the Family Planning Program or to bill the Program for services if I, or any of my organization's subcontractors, perform or Promote Elective Abortions.***

***By checking the boxes under each statement below, I affirm that each of the following statements is true. I understand that my failure to mark each of the statements will be regarded as my representation that the statement is false:***

1. I do not, nor do any of my organization's subcontractors, perform or Promote Elective Abortions outside the scope of the Family Planning Program.  
**X** I affirm that this statement is true and correct.
2. I am not, nor are any of my organization's subcontractors, an Affiliate, as defined on p. 2 of this document, of an entity that performs or Promotes Elective Abortions. Furthermore, my organization, and any of my organization's subcontractors, are legally separate entities from entities that perform or Promote Elective Abortions.  
**X** I affirm that this statement is true and correct.
3. In offering or performing a Family Planning Program service, I do not, nor do any of my organization's subcontractors, perform or Promote Elective Abortions within the scope of the Family Planning Program.  
**X** I affirm that this statement is true and correct.
4. In offering or performing a Family Planning Program service, I, as well as my organization's subcontractors, maintain physical and financial separation between any Family Planning Program activities and any Elective Abortion-performing or abortion-promoting activity, in particular:
  - a. All Family Planning Program services are physically separated from any Elective Abortion activities, no matter what entity is responsible for the activities;
  - b. The governing board or other body that controls me, or any of my organization's subcontractors, does not have any board members who are also members of the governing board of an entity that performs or Promotes Elective Abortions;
  - c. None of the funds that I, or any of my organization's subcontractors, receive for performing Family Planning Program services are used to directly or indirectly support the performance or promotion of Elective Abortions by an Affiliate, and my, and any of my organization's subcontractors', accounting records can confirm this;
  - d. My organization does not, nor do any of my organization's subcontractors, transfer any funds, through gift or payment, to an entity that performs or Promotes Elective Abortions. My organization and my organization's subcontractors do not share expenses or costs

(including overhead, rent, phone, equipment, or utilities) with an entity that performs or Promotes Elective Abortions;

- e. I do not, nor do any of my organization's subcontractors, display any signs or materials that Promote Elective Abortion at any locations or in any public electronic communications.
- f. Any employee employed by my organization, or any my organization's subcontractors, is not also employed by an entity that performs or Promotes Elective Abortions.

**X** I affirm that this statement is true and correct.

- 5. I do not, nor do any of my organization's subcontractors, use, display, or operate under a brand name, trademark, service mark, or registered identification mark of an organization that performs or Promotes Elective Abortions.

**X** I affirm that this statement is true and correct.

- 6. I cannot affirm that the statements 1-5 above are "true and correct," but I do affirm all of the following: I do not perform Elective Abortions; none of the funds that I, or any of my organization's subcontractors, receive (or will receive) for performing Family Planning Program services are (or will be) used to directly or indirectly support the performance of Elective Abortions, and my accounting records can confirm this; my organization does not, nor do any of my organization's subcontractors, transfer any Family Planning Program funds, through gift or payment, to an entity for the performance of Elective Abortions; and I comply with all of the requirements of Health and Human Services Commission Rider 87, Sections a - g, under the 2016-17 General Appropriations Act (H.B. 1, 84th Legislature, Regular Session, 2015, art. II, at II-104, Section 87 (relating to Family Planning Affiliate Requirements)) if applicable.

**X** I affirm that this statement is true and correct.

***In addition, I understand and acknowledge that:***

- 1. If I fail to complete and submit this certification, I will be disqualified from the Family Planning Program and the Texas Health and Human Services Commission (HHSC) (henceforth, "HHSC") will deny any claims I submit for Family Planning Program services.
- 2. If, after I submit this signed certification, I, or any my organization's subcontractors, perform or agree to perform, or Promote Elective Abortions, I will notify HHSC at least 30 calendar days before such action is taken. If I fail to notify HHSC as required, I will be disqualified from the HHSC Program and HHSC will deny any claims I submit for Family Planning Program services.
- 3. If, while participating in the Family Planning Program, I, or any of my organization's subcontractors, perform or Promote an Elective Abortion, I will be disqualified from the Family Planning Program, and HHSC will deny any claims I submit for Family Planning Program services.
- 4. If I submit this certification and agree to its terms, but HHSC determines that I am in fact ineligible to participate in the Family Planning Program, HHSC may place a payment hold on claims submitted by me or my organization for Family Planning Program services until HHSC can make a final determination regarding my eligibility.
- 5. If HHSC determines that I am ineligible to receive funds under the Family Planning Program:
  - a) HHSC may recoup Family Planning Program funds paid on claims that I have incurred since the date the provider became ineligible;
  - b) HHSC will deny all Family Planning Program claims that I have submitted since the date of ineligibility; and
  - c) I will remain ineligible to participate in the Family Planning Program until I comply with the provisions of this certification form.


If I knowingly make a false statement or misrepresentation on this certification, HHSC may consider me to have committed fraud or tampered with a government record under the laws of Texas, and I may be excluded from participation in the HHSC Program.

***If statements 1 – 5 are, or alternatively statement 6 is, marked "true," the effective dates of your certification are as follows: (The effective date of the Certification spans from the contract start date through the end of the contract/project year.)***

***Effective Date of Certification: 07/01/2016 through 08/31/2017.***

**Note:** Each Applicant must complete a new certification form annually and provide it to HHSC prior to execution of a Family Planning Program contract. The certification form will be provided to Applicants and/or contractors as a part of the contracting packet.

**If, after certification, you can no longer affirm that any of statements 1 – 5 are, or alternatively 6 is, true, you must request an immediate termination of your Family Planning Program certification.**

Signature:  \_\_\_\_\_

Printed Name: Bonnie Scurzi \_\_\_\_\_

Title: Director \_\_\_\_\_

Date: June 9, 2016

## **APPENDIX I: Certifications and Other Required Forms**

- Form 1: [Child Support Certification \(PDF\)](#)
- Form 2: [Debarment, Suspension, Ineligibility, ... Certification \(PDF\)](#)
- Form 3: [Federal Lobbying Certification \(PDF\)](#)
- Form 4: [Required Certifications \(PDF\)](#)
- Form 5: [Respondent Information and Disclosures \(PDF\)](#)
- Form 6: [Anti-Trust Certification \(DOC\)](#)
- Form 7: [HUB Subcontracting Plan \(HSP\)](#)
- Form 8: [Security and Privacy Initial Inquiry \(SPI\)](#)



**State of Texas  
Health & Human Services Commission**

**Child Support Certification**

**I.**

Section 231.006, Texas Family Code, as amended by Section 82 of House Bill No. 433, 74th Regular Legislative Session (Acts 1995, 74th Leg., R.S., ch. 751), prohibits the payment of state funds under a grant, contract, or loan to

- a person who is more than 30 days delinquent in the payment of child support, and
- a business entity in which such a person is the sole proprietor, partner, shareholder or owner with an ownership interest of at least 25%.

Section 231.006 further provides that a person or business entity that is ineligible to receive payments for the reasons stated above shall continue to be ineligible to receive payments from the state under a contract, grant, or loan until

- all arrearages have been paid, or
- the person is in compliance with a written repayment agreement or court order as to any existing delinquency.

Section 231.006 further requires each bid, or application for a contract, grant, or loan to include

- the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application, and
- the statement in Part III below.

Section 231.006 authorizes a state agency to terminate a contract if it determines that statement required below is inaccurate or false. In the event the statement is determined to be false, the vendor is liable to the state for attorney's fees, costs necessary to complete the contract [including the cost of advertising and awarding a second contract], and any other damages provided by law or contract.

**II.**

In accordance with Section 231.006, the names and social security numbers of the individual identified in the contract, bid, or application, or of each person with a minimum 25% ownership interest in the business entity identified therein are provided below.

**Name**

**Social Security #**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III.**

As required by Section 231.006, the undersigned certifies the following:

***"Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment, and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."***

**Signature**

**Bonnie Scurzi  
Printed Name**

**Title**

**Date**

\_\_\_\_\_  
Director

\_\_\_\_\_  
June 9, 2016

**CERTIFICATION**  
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Federal Executive Orders 12549 and 12689 require the Texas Health and Human Services Commission (HHSC) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the HHSC may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the HHSC, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract? ..... ☒ Yes ☐ No


5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the HHSC may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

Indicate in the appropriate box which statement applies to the covered potential contractor:

- ☒ The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- ☐ The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Potential Contractor Bell County Public Health District	Vendor ID No. or Social Security No. (Tax ID) 746000348	HHSC Contract No. (if applicable) RFP No. 529-16-0094
--	--	--

 _____ Signature of Authorized Representative	June 9, 2016 _____ Date	Printed/Typed Name and Title of Authorized Representative Bonnie Scurzi, Director
--	-------------------------------	--

**CERTIFICATION**  
**REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY**  
**AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

**DEFINITIONS**

Covered Contracts/Subcontract.

- (1) Any nonprocurement transaction which involves federal funds (regardless of amount and including such arrangements as subgrant and are between HHSC or its agents and another entity.
- (2) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$25,000) under a grant or subgrant.
- (3) Any procurement contract for goods or services between a participant and a person under a covered grant, subgrant, contract or subcontract, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction:
  - a. Principal investigators.
  - b. Providers of audit services required by the HHSC or federal funding source.
  - c. Researchers.

Debarment. An action taken by a debarring official in accordance with 45 CFR Part 76 (or comparable federal regulations) to exclude a person from participating in covered contracts. A person so excluded is "debarred".

Grant. An award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by the federal government to an eligible grantee.

Ineligible. Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549 and its agency implementing regulations; for example, excluded pursuant to the Davis-Bacon Act and its implement regulations, the equal employment opportunity acts and executive orders, or the environmental protection acts and executive orders. A person is ineligible where the determination of ineligibility affects such person's eligibility to participate in more than one covered transaction.

Participant. Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered contract. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered contract as an agent or representative of another participant.

Person. Any individual, corporation, partnership, association, unit of government, or legal entity, however organized, except: foreign governments or foreign governmental entities, public international organizations, foreign government owned (in whole or in part) or controlled entities, and entities consisting wholly or partially of foreign governments or foreign governmental entities.

Principal. Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has a critical influence on or substantive control over a covered contract whether or not the person is employed by the participant. Persons who have a critical influence on or substantive control over a covered transaction are:

- (1) Principal investigators.
- (2) Providers of audit services required by the HHSC or federal funding source.
- (3) Researchers.

Proposal. A solicited or unsolicited bid, application, request, invitation to consider or similar communication by or on behalf of a person seeking to receive a covered contract.

Suspension. An action taken by a suspending official in accordance with 45 CFR Part 76 (or comparable federal regulations) that immediately excludes a person from participating in covered contracts for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue. A person so excluded is "suspended".

Voluntary exclusion or voluntarily excluded. A status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

Form Number: CPP0434

HHSC Contract No. 529-16-0102

CERTIFICATION REGARDING FEDERAL LOBBYING  
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

PREAMBLE

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances and defines terms:

Covered Awards and Subawards--Contracts, grants, and cooperative agreements over the \$100,000 threshold need (1) certifications, and (2) disclosures, if required. (See certification term number 2 concerning disclosure.)

Lobbying--To lobby means "to influence or attempt to influence an officer or employee of any agency (federal), a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any of the following covered federal actions:

- the awarding of any federal contract,
- the making of any federal grant,
- the making of any federal loan,
- the entering into of any cooperative agreement, and
- the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement".

Limited Use of Appropriated Funds Not Prohibited--The prohibition on using appropriated funds does not apply to activities by one's own employees with respect to:

- liaison activities with federal agencies and Congress not directly related to a covered federal action;
- providing any information specifically requested by a federal agency or Congress;
- discussion and/or demonstration or products or services if not related to a specific solicitation or a covered action; or
- professional and technical services in preparing, submitting or negotiating any bid, proposal or application for a federal contract, grant loan or cooperative agreement or for meeting legal requirements conditional to receipt of any federal contract, grant, loan or cooperative agreement. (The prohibition also does not apply to such services provided by nonemployees for the same purposes.)

Professional and Technical Services--Professional and technical services shall be advice and analysis directly applying any professional or technical expertise. Note that the professional and technical services exemption is specifically limited to the merits of the matter.

Other Allowable Activities--The prohibition on use of federally appropriated funds does not apply to influencing activities not in connection with a specific covered federal action. These activities include those related to legislation and regulations for a program versus a specific covered federal action.

Funds Other Than Federal Appropriations--There is no federal restriction on the use of nonfederal funds to lobby the federal government for contracts, grants, and cooperative agreements.

Applicability of Other State and Federal Requirements--Neither the government-wide rule nor the law affect either (1) the applicability of cost principles in OMB circulars A-87 and A-122, or (2) riders to the Texas State Appropriations Acts which disallow use of state funds for lobbying.

TERMS OF CERTIFICATION

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact your Health and Human Services Commission procurement officer or contract manager to obtain a copy of Standard Form-LLL.)
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered sub-recipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?..... ☐ Yes ☒ No

Name of Contractor/Potential Contractor Bell County Public Health District	Vendor ID No. or Social Security No. (Tax ID) 746000348	HHSC Contract No. (if applicable) RFP No. 529-16-0102
---	--	--

Name of Authorized Representative (type or print) Bonnie Scurzi	Title Director
--	-------------------

  
Signature--Authorize Representative

June 9, 2016

Date

HHSC RFP No: 529-16-0102

Respondent Name: Bell County Public Health District

### **Required Certifications**

*Instructions: This form must be submitted as an attachment to the respondent's proposal, and must be signed in ink by an individual who is authorized to bind the respondent.*

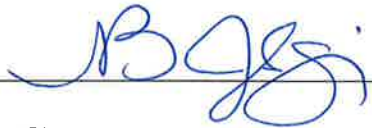
By submitting a proposal, the respondent agrees and certifies the following.

1. The respondent accepts the RFP terms and conditions, including HHSC's Uniform Contract Terms and Conditions, and other RFP requirements unless specifically noted on the Respondent Information and Disclosure Form. HHSC reserves the right to reject any or all of the respondent's proposed exceptions.
2. The respondent's proposal will remain a firm and binding offer for 240 days from the date the proposal is due.
3. The respondent guarantees that the proposal complies with all RFP requirements, at the costs outlined in the proposal. The respondent further guarantees that the terms specified in the proposal will remain firm and binding through the contract termination date, unless the parties agree to modify such terms in the contract.
4. HHSC will have the right to use, produce and distribute copies of, and disclose all or part of the proposal to HHSC's employees, agents, and contractors and other governmental entities as HHSC deems necessary to complete the procurement process or comply with state or federal laws.
5. Neither the respondent nor any firm, corporation, partnership, or institution represented by the respondent, nor anyone acting for such firm, corporation, partnership or institution has: (1) violated the antitrust laws of the State of Texas under TEX. BUS. & COM. CODE, Chapter 15, or federal antitrust laws, or (2) communicated directly or indirectly the proposal to any competitor or any other person engaged in such line of business during the procurement process.
6. All prices proposed by the respondent have been arrived at independently. The respondent has not, for the purpose of restricting competition, consulted, communicated with, and/or made any agreements with or inducements to any other respondent relating to:
  - the intention to submit a proposal;
  - the methods or factors used to calculate the prices proposed; or
  - the respondent's proposal.
7. On behalf of itself, any parent or subordinate organization and all proposed subcontractors, the respondent accepts as lawful and binding, without reservation or limitation:
  - the RFP's submission requirements and specifications, including all RFP appendices and addenda, except as noted in the Respondent Information and Disclosure Form;
  - HHSC's procurement rules, procedures, and processes;
  - HHSC's use of the evaluation methodology and process described in RFP Section 5;
  - HHSC's sole, unrestricted right to reject any or all proposals, or parts thereof, submitted in response to the RFP;
  - the substantive, professional, legal, procedural, and technical propriety of the RFP Scope of Work.
8. The respondent generally releases from liability and waives all claims against any party providing information about the respondent at HHSC's request.
9. Prior to assigning any personnel to perform any part of its obligation under the contract, the respondent agrees that it will require its personnel and subcontractor personnel to execute individual confidentiality agreements, which upon execution will become part of the contract.

HHSC RFP No: 529-16-0102

Respondent Name: Bell County Public Health District

10. The respondent does not have personal or business interests that present a conflict of interest with respect to the RFP and resulting contract, and if applicable, the respondent has identified any potential conflicts of interest in its proposal.
11. The respondent has complied with all State of Texas and federal laws and regulations relating to the hiring of former state employees, and has disclosed all past state employment in its proposal.
12. The respondent has identified all parts of its proposal that it believes are excepted from disclosure under the Texas Public Information Act, and provided an explanation of why it believes the exceptions apply, in the Respondent Information and Disclosure.
13. Under Section 2155.004, Texas Government Code, the respondent certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.
14. Under Section 2155.006, Texas Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.
15. Under Texas Family Code Section 231.006, relating to child support obligations, the respondent and any other individual or business entity named in this solicitation are eligible to receive the specified payment and acknowledge that this contract may be terminated and payment withheld if this certification is inaccurate.
16. The respondent will adhere to, and require its subcontractors to adhere to, Executive Order 13224, "Terrorist Financing – Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism," effective September 24, 2004, as amended.
17. Respondent has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.
18. The respondent acknowledges all addenda and amendments to the RFP.

  
\_\_\_\_\_  
Signature  
Bonnie Scurzi  
\_\_\_\_\_  
Printed Name  
Director  
\_\_\_\_\_  
Title  
6-14-16  
\_\_\_\_\_  
Date

Effective: August, 2004  
Revision Date: July 15, 2008

HHSC RFP No: 529-16-0102  
Respondent's Name: Bell County Public Health District

### Respondent Information and Disclosures

*Instructions: This form must be submitted as an attachment to the respondent's proposal.*

Part 1: General Respondent Information.	
1. Organization's Legal Name: <u>Bell County Public Health District</u>	
2. Doing Business As: <u>Bell County Public Health District</u>	
3. Physical Address: <u>509 S. 9<sup>th</sup> Street, Temple, Texas 76504</u>	
4. Mailing Address: <u>PO Box 2149, Temple, Texas 76503-2149</u>	
5. Taxpayer Identification Number: <u>746000348</u>	
6. Legal Status (check one): <input type="checkbox"/> For-profit Entity <input type="checkbox"/> Non-profit Entity <input checked="" type="checkbox"/> Governmental Entity	
7. Business Structure (check one): <input type="checkbox"/> Corporation <input type="checkbox"/> Limited (Liability) Company <input type="checkbox"/> Partnership <input type="checkbox"/> Limited (Liability) Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Sole Proprietorship <input checked="" type="checkbox"/> Other (specify): <u>Local Public Health District</u>	
8. State of Incorporation, If Applicable: <u>N/A</u>	
9. Name of Parent Entity, If Applicable: <u>N/A</u>	
10. HUB Status (check one): <input type="checkbox"/> State of Texas Certified Entity <input checked="" type="checkbox"/> Non-HUB Entity	
11. CISV Status (check one): <input type="checkbox"/> State of Texas Certified Entity <input checked="" type="checkbox"/> Non-HUB Entity	
Part 2: Respondent Contact Information.	
1. Person Who Will Sign the Contract: Name: <u>Bonnie Scurzi</u> Title: <u>Director</u> Mailing Address: <u>PO Box 2149</u> <u>Temple, Texas 76503-2149</u> Telephone: <u>254-773-4457</u> Fax: <u>254-773-7535</u> E-mail: <u>bscurzi@bellcountyhealth.org</u>	2. Primary Contact for Proposal Questions: Name: <u>Chelo Elliott</u> Title: <u>Director of Nurses</u> Mailing Address: <u>509 S. 9<sup>th</sup> Street</u> <u>Temple, Texas 76504</u> Telephone: <u>254-778-4766</u> Fax: <u>778-2912</u> E-mail: <u>cellriott@bellcountyhealth.org</u>

**Part 3: Subcontractor Information. Provide the following information for each proposed subcontractor. Attach additional pages if necessary.**

1. Organization's Legal Name: Perry Office Products, Inc.
  2. Doing Business As: Perry Office Products, Inc.
  3. Physical Address: 1401 N. 3<sup>rd</sup> Street, Temple, TX 76501
  4. Mailing Address: PO Box 1200, Temple, TX 76503
  5. Taxpayer Identification Number: 74-2262229
  6. Legal Status (check one):  
☒ For-profit Entity ☐ Non-profit Entity  
☐ Governmental Entity
  7. Business Structure (check one):  
☒ Corporation ☐ Limited (Liability) Company  
☐ Partnership ☐ Limited (Liability) Partnership  
☐ Joint Venture ☐ Sole Proprietorship  
☐ Other (specify): \_\_\_\_\_
  8. State of Incorporation, If Applicable: \_\_\_\_\_
  9. Name of Parent Entity, If Applicable: \_\_\_\_\_
  10. HUB Status (check one): ☒ State of Texas Certified Entity ☐ Non-HUB Entity
- Have you attached additional pages for Part 3? ☒ Yes ☐ No

**Part 4: Former Employees of a State Agency. Identify all respondent or subcontractor personnel who have worked for HHSC or another health and human services agency in the past two years. Attach additional pages if necessary.**

1. Name of former state employee: Gene J. Mikeska
2. Job title at termination of state employment: Strategic National Stockpile Coordinator
3. Date of termination of state employment: Retired 12/31/15
4. Annual rate of compensation at termination: B-20 Step 7 \$59,000/annually
5. Description of job responsibilities while state employee: Worked as a team member within the Public Health Emergency Preparedness Team specializing in Strategic National Stockpile (SNS) and CHEMPACK assets for a 30 county Region in Central Texas. Was responsible for providing technical assistance, training, tool development, public speaking on preparedness, coordination of all SNS, CHEMPAK and epidemiology matters, and participated in local and regional exercises.
6. If the former state employee worked on matters relating to the RFP, describe those matters:  
N/A

Have you attached additional pages for Part 4? ☐ Yes ☒ No

**Part 5: Conflicts of Interest.** *Describe all facts or circumstances that may give rise to a potential conflict of interest, and describe all measures the respondent and its subcontractors will take to ensure that these facts or circumstances do not create an actual conflict of interest. Attach additional pages if necessary.*

N/A

Have you attached additional pages for Part 5? ☐ Yes ☒ No

**Part 6: Litigation.** *Disclose all pending, resolved, or completed litigation, mediation, arbitration, or other alternative dispute resolution procedure involving the respondent within the past 36 months. Include the cause number, court, parties' names, subject matter, relief sought, amount in controversy, and final disposition or status. Provide the same information for all subcontractors. Attach additional pages if necessary.*

The Health District is currently in litigation with a former employee who has claimed she was terminated due to discrimination. The attorneys representing the Health District are working on the case as of the date of submission of the RFP – the Health District's attorneys are in discussions with the attorneys for the EEOC . The former employee's name is Nahir Diaz. EEOC Charge No. 451-2016-00202.

Have you attached additional pages for Part 6? ☐ Yes ☒ No

**Part 7: Exceptions or Reservations to the RFP.** *List all exceptions, reservations, and limitations to the terms and conditions of the RFP, including HHSC's UTCs. Respondents may not raise additional issues during contract discussions or negotiations, and HHSC may take all stated exceptions, reservations, or limitations to the RFP's terms and conditions into account during proposal evaluation. Attach additional pages if necessary.*

N/A

Have you attached additional pages for Part 7? ☐ Yes ☒ No

**Part 8: Texas Public Information Act (PIA):** *Complete this part if you assert one or more parts of the proposal are excepted from disclosure under the PIA. Attach additional pages if necessary.*

1. Proposal Section: \_\_\_\_\_

2. PIA Exception\*: \_\_\_\_\_

3. Explanation of Why the Exception Applies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* The most commonly asserted exception is Texas Government Code §552.110 (trade secret, or commercial or financial information confidential by law).

Have you attached additional pages for Part 8? ☐ Yes ☒ No

**Part 3: Subcontractor Information. Provide the following information for each proposed subcontractor. Attach additional pages if necessary.**

1. Organization's Legal Name: Promedtek, Inc.
  2. Doing Business As: Promedtek, Inc.
  3. Physical Address: 22010 Woodway Drive, Waco, Texas 76712
  4. Mailing Address: PO Box 23121, Waco, Texas 76702-3121
  5. Taxpayer Identification Number: 74-2696495
  6. Legal Status (check one):  
☒ For-profit Entity ☐ Non-profit Entity  
☐ Governmental Entity
  7. Business Structure (check one):  
☒ Corporation ☐ Limited (Liability) Company  
☐ Partnership ☐ Limited (Liability) Partnership  
☐ Joint Venture ☐ Sole Proprietorship  
☐ Other (specify): \_\_\_\_\_
  8. State of Incorporation, If Applicable: \_\_\_\_\_
  9. Name of Parent Entity, If Applicable: \_\_\_\_\_
  10. HUB Status (check one): ☒ State of Texas Certified Entity ☐ Non-HUB Entity
- Have you attached additional pages for Part 3? ☒ Yes ☐ No

**Part 3: Subcontractor Information. Provide the following information for each proposed subcontractor. Attach additional pages if necessary.**

1. Organization's Legal Name: PDME/Hurricane Office Supply and Printing
  2. Doing Business As: PDME/Hurricane Office Supply and Printing
  3. Physical Address: 1120 Toro Grande Dr. Bldg 2 Suite 208, Cedar Park, Texas 78613
  4. Mailing Address: 1120 Toro Grande Dr. Bldg 2 Suite 208, Cedar Park, Texas 78613
  5. Taxpayer Identification Number: 74-2695260
  6. Legal Status (check one):  
☒ For-profit Entity ☐ Non-profit Entity  
☐ Governmental Entity
  7. Business Structure (check one):  
☒ Corporation ☐ Limited (Liability) Company  
☐ Partnership ☐ Limited (Liability) Partnership  
☐ Joint Venture ☐ Sole Proprietorship  
☐ Other (specify): \_\_\_\_\_
  8. State of Incorporation, If Applicable: \_\_\_\_\_
  9. Name of Parent Entity, If Applicable: \_\_\_\_\_
  10. HUB Status (check one): ☒ State of Texas Certified Entity ☐ Non-HUB Entity
- Have you attached additional pages for Part 3? ☐ Yes ☒ No

**TEXAS HEALTH AND HUMAN SERVICES COMMISSION**

**ANTI-TRUST CERTIFICATION**

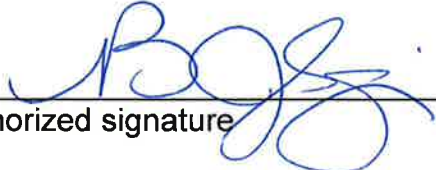
**STATE OF TEXAS**

**COUNTY OF TRAVIS**

CONTRACTOR hereby certifies to HHSC that neither the CONTRACTOR, nor the person represented by the CONTRACTOR, nor any person acting for the represented person has:

- a. violated the antitrust laws codified by Chapter 15, Business & Commerce Code, or the federal antitrust laws; or
- b. directly or indirectly communicated the bid/offer associated with this contract to a competitor or other person engaged in the same line of business.

CONTRACTOR hereby assigns to HHSC any and all claims for overcharges associated with this contract arising under the anti-trust laws of the United States, 15 U.S.C.A. Section 1, et. seq. (1973), as amended, and the anti-trust laws of the State of Texas, TEX. Bus. & Comm Code Ann. Section 15.01, et. seq. (1967), as amended.

  
\_\_\_\_\_  
Authorized signature

Bell County Public Health District  
Name of Contractor/Vendor

6-14-16  
Date

Bonnie Scurzi  
Printed Name of Individual

Director  
Title of Individual

Form Number: CPP0434

**TEXAS HEALTH AND HUMAN SERVICES COMMISSION  
ANTI-TRUST CERTIFICATION FORM**

**INSTRUCTIONS**

**PURPOSE:**

The contractor certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such a firm, corporation or institution has violated the antitrust laws of this state, federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Antitrust violations are activities or practices that are noncompetitive or that attempt to restrain trade or commerce.

**PROCEDURES:**

This form should be included in the contract package if the anti-trust certification is not part of required certifications included in the contract.

The HHSC Program/Division that originates the request for the new contract is responsible to ensure that this form is included in the contract package forwarded to Administrative Services Development (ASD) for review, approval and execution. The anti-trust certification applies to contracts established with private vendors only.

Effective Date: 04/02/2007

Revision Date:

## HUB Subcontracting Plan (HSP)

**Enrollment Number: 529-16-0102**  
**BELL COUNTY PUBLIC HEALTH DISTRICT**  
**HISTORICALLY UNDERUTILIZED BUSINESS (HUB) SUBCONTRACTING PLAN**  
**SUMMARY**

One HUB Subcontracting plan is submitted for Family Planning Program Cost Reimbursement funding source Enrollment No. 529-16-0102. Both BCPHD clinic sites utilize the same funds, and are not different in geographical areas. Therefore, the HUB subcontracting opportunities are the same for both clinics. Searches were conducted to locate HUBs in Bell County, and when there were none, a HUB search was conducted in surrounding counties. Those HUBs identified were sent emails outlining the subcontracting opportunity for the service provided. Delivery receipts were received for all emails sent, and four businesses responded to the solicitation. Follow-up phone calls were made (see HUB Phone List). Printing, Office Supply, and Equipment Maintenance and Repair services are not contracted, but have been included so that HUBs in our area can be identified and utilized. Pharmacist and Laboratory services are contracted, but a search was done and there are no labs, pharmacists or pharmacy HUB services in Bell or in surrounding counties. **Supporting documentation for the HUB subcontracting plan: Web searches, email letters sent, delivery and read receipts from emails, responses received, and the phone list, is included in the HUB packet.** The Health District submitted a HUB Subcontracting Plan for the Healthy Texas Women cost reimbursement program, and this confused some vendors when they received this solicitation a month later. So, we spoke to several people to clarify this was a separate solicitation.

Office Supplies: **One HUB vendor in our county and 2 HUB vendors in an adjacent county were identified and solicited.** Delivery receipts were received for all emails sent. One vendor, who was solicited for Printing, responded that they are interested in subcontracting for office supplies, but they are in another county and there is a HUB locally who provides office supplies. One vendor responded (the one in our county) and was chosen to provide us with the supplies needed for our agency. The other two vendors did not respond.

Equipment Maintenance and Repair: **There were no HUBs in our county, so 3 HUB vendors in adjacent counties were identified and solicited.** Delivery receipts were received for all emails sent. Two vendors responded and one was chosen. Even though the chosen HUB is outside our county, they service this area and are closer than the other. The other vendor did not respond.

Printing and typesetting: **No HUBs were identified in our county, so 3 HUB vendors in adjacent counties were identified and solicited.** Delivery receipts were received for all emails sent. One read receipt was received, and one response was received from one of the vendors and they were chosen to provide printing services for the small amount of printing needed.

Women or Minority Trade Organizations/Development Centers: The Texas Association of Historically Underutilized Businesses and The Women's Business Council Southwest were both sent emails. Delivery receipts were received from both organizations, but actual responses were not received from these organizations.



# HUB Subcontracting Plan (HSP)

## QUICK CHECKLIST

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

➤ **If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.

Section 2 c. - Yes

Section 4 - Affirmation

GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

➤ **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract\* in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.

Section 2 c. - No

Section 2 d. - Yes

Section 4 - Affirmation

GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.

➤ **If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract\* in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - Yes, I will be subcontracting portions of the contract.

Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.

Section 2 c. - No

Section 2 d. - No

Section 4 - Affirmation

GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.

➤ **If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment, including transportation and delivery), complete:**

Section 1 - Respondent and Requisition Information

Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.

Section 3 - Self Performing Justification

Section 4 - Affirmation

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include transportation and delivery under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



# HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

**NOTE:** Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- **11.2 percent for heavy construction other than building contracts,**
- **21.1 percent for all building construction, including general contractors and operative builders' contracts,**
- **32.9 percent for all special trade construction contracts,**
- **23.7 percent for professional services contracts,**
- **26.0 percent for all other services contracts, and**
- **21.1 percent for commodities contracts.**

## - - Agency Special Instructions/Additional Requirements - -

*In accordance with 34 TAC §20.14(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent **does not** have a **continuous contract\*** in place for **more than five (5) years** shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.*

## **SECTION-1** RESPONDENT AND REQUISITION INFORMATION

- a. Respondent (Company) Name: \_\_\_\_\_ State of Texas VID #: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_
- b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No
- c. Requisition #: \_\_\_\_\_ Bid Open Date: \_\_\_\_\_  
(mm/dd/yyyy)

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

## SECTION-2: RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, **including contracted staffing, goods, services, transportation and delivery will be subcontracted**. Note: In accordance with 34 TAC §20.11, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

- ☐ - *Yes*, I will be subcontracting portions of the contract. (If *Yes*, complete Item b of this SECTION and continue to Item c of this SECTION.)
- ☐ - *No*, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods, services, transportation and delivery. (If *No*, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <b>do not</b> have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>.)

c. Check the appropriate box (Yes or No) that indicates whether you will be using **only** Texas certified HUBs to perform **all** of the subcontracting opportunities you listed in SECTION 2, Item b.

- *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- *No* (If *No*, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract **with Texas certified HUBs** with which you **do not** have a **continuous contract\*** in place with for **more than five (5) years**, **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."

- *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for **each** of the subcontracting opportunities you listed.)
- *No* (If *No*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for **each** of the subcontracting opportunities you listed.)

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include transportation and delivery under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: \_\_\_\_\_

Requisition #: \_\_\_\_\_

**SECTION-2 RESPONDENT's SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)**

This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <b>do not</b> have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to HUBs with which you have a <b>continuous contract*</b> in place for <b>more than five (5) years</b> .	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

**\*Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include transportation and delivery under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: Bell County Public Health District

Requisition #: Enrollment No. 529-16-0102

**SECTION-3 SELF PERFORMING JUSTIFICATION** (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.)

If you responded "No" to SECTION 2, Item a, in the space provided below **explain how** your company will perform the entire contract with its own employees, supplies, materials and/or equipment, to include transportation and delivery.

N/A

**SECTION-4: AFFIRMATION**

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

  
Signature

Bonnie Scurzi

Printed Name

Director

Title

06/13/2016

Date  
(mm/dd/yyyy)

**Reminder:**

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.

# HSP Good Faith Effort - Method A (Attachment A)

Rev. 09/15

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**IMPORTANT:** If you responded "Yes" to **SECTION 2, Items c or d** of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at <http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-a.pdf>

## SECTION A-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

## SECTION A-2: SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

# HSP Good Faith Effort - Method B (Attachment B)

Rev. 09/15

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

**IMPORTANT:** If you responded “No” to **SECTION 2, Items c and d** of the completed HSP form, you must submit a completed “HSP Good Faith Effort - Method B (Attachment B)” for **each** of the subcontracting opportunities you listed in **SECTION 2, Item b** of the completed HSP form. You may photo-copy this page or download the form at <http://window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan-gfe-achm-b.pdf>.

## SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

## SECTION B-2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in **SECTION B-1**, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

- Yes (If Yes, continue to SECTION B-4.)
- No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

## SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you **MUST** comply with items **a, b, c and d**, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be “day zero” and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscblsearch/index.jsp>. HUB status code “A” signifies that the company is a Texas certified HUB.
- b. List the **three (3) Texas certified HUBs** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID (Do not enter Social Security Numbers.)	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			- Yes - No
			- Yes - No
			- Yes - No

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to **two (2)** or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/>.

- d. List **two (2) trade organizations or development centers** you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		- Yes - No
		- Yes - No

# HSP Good Faith Effort - Method B (Attachment B) Cont.

Rev. 09/15

Enter your company's name here: \_\_\_\_\_ Requisition #: \_\_\_\_\_

## SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in **SECTION 2, Item b**, of the completed HSP form for which you are completing the attachment.

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: \_\_\_\_\_ Description: \_\_\_\_\_

- b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%
	- Yes - No		\$	%

- c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in **SECTION B-1** is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

**REMINDER:** As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.



# HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Section B has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in Section C, Item 2, reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

## SECTION: A PRIME CONTRACTOR'S INFORMATION

Company Name: \_\_\_\_\_  
Point-of-Contact: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

State of Texas VID #: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_

## SECTION: B CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: \_\_\_\_\_  
Point-of-Contact: \_\_\_\_\_  
Requisition #: \_\_\_\_\_

Phone #: \_\_\_\_\_  
Bid Open Date: \_\_\_\_\_  
(mm/dd/yyyy)

## SECTION: C SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

### 1. Potential Subcontractor's Bid Response Due Date:

If you would like for our company to consider your company's bid for the subcontracting opportunity identified below in Item 2,

we must receive your bid response no later than \_\_\_\_\_ on \_\_\_\_\_  
Central Time Date (mm/dd/yyyy)

*In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.11(19)(C).*

*(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)*

### 2. Subcontracting Opportunity Scope of Work:

### 3. Required Qualifications:

- Not Applicable

### 4. Bonding/Insurance Requirements:

- Not Applicable

### 5. Location to review plans/specifications:

- Not Applicable

June 6, 2016

Chelo Elliott, RN, BSN, WHNP-BC  
Director of Nurses  
Bell County Public Health District  
509 S. 9<sup>th</sup> Street  
Temple, Texas 76504

RE: HUB subcontracting opportunity for Office Supplies (615)

Ms. Elliott,

This letter will serve as our letter of interest on the above referenced opportunity. Perry Office Plus is able to provide the needed office supplies and equipment, are willing to deliver to the Temple and Killeen offices, and we offer reasonable pricing either through open market purchase or through our TASB BuyBoard contract.

Please let me know what we need to do to facilitate your purchases. Thank you for this opportunity.

Respectfully,



Harry B. Macey, III  
President



7215 Forest Meadow  
San Antonio, Texas 78240

Chelo Elliott, RN, BSN, WHNP-BC  
Director of Nurses  
Bell County Public Health District  
509 S. 9<sup>th</sup> Street  
Temple, Texas 76504

Dear Chelo,

Mireles Technologies, Inc. (MTI) is very interested in the opportunity of providing Equipment Maintenance and Repair Services for Hospital, Laboratory and Testing Equipment (938). We are a Historically Underutilized Business (HUB# 174242174200 ) in the State of Texas.

MTI is a Warranty Repair and Service Center for Nikon and Olympus. Our technician has been formally trained by both Nikon and Olympus. We service all brands of microscopes to include, but not limited to: Nikon, Olympus, Leica, Reichart, Accu-scope, Vision Engineering, Zeiss, AO to name a few. We also sell new and used microscopes at reasonable prices.

MTI has a certified Medical Technologist with over 35 years of experience. Our technologist is experienced in performing pipette, balance, and centrifuge calibrations. All calibrations are certified using NIST calibrated weights, balances, and tachometers.

All work is performed on-site and we offer very reasonable pricing. MTI has been in business for over 20 years and we value our customers while providing quality service.

Please accept this letter of interest regarding possible subcontracting opportunities in the near future. Our office phone number is 210-681-9511 and email address is [mirelestechn@live.com](mailto:mirelestechn@live.com). I look forward to hearing from you.

Regards,

Martha A. Mireles, MT(HEW), CQA(ASQ), MSQA  
President

SPI

If you are a bidder for a new procurement/contract, in order to participate in the bidding process, you must have corrected any "No" responses in sections B and C prior to the contract award date. If you are an applicant for an open enrollment, you must have corrected any "No" answers in Sections B and C below prior to performing any work on behalf of any HHS agency. For existing contracts or renewals with "No" responses, there must be an action plan for remediation of Section B and C within 30 days for HIPAA related contracts and 90 days for others.

## SECTION A: APPLICANT/BIDDER INFORMATION (To be completed by Applicant/Bidder)

<b>1. Entity or Applicant/Bidder Legal Name</b>	Legal Name: Bell County Public Health District Address: PO Box 2149 City: Temple State: Tx ZIP: 76503 Main Telephone #: 254-773-4457 Website: <a href="http://www.bellcountyhealth.org">www.bellcountyhealth.org</a>
<b>2. Number of Employees, at all locations, in Applicant Bidder's Workforce</b> "Workforce" means all employees, volunteers, trainees, and other Persons whose conduct is under the direct control of Applicant/Bidder, whether or not they are paid by Applicant/Bidder. If Applicant/Bidder is a sole proprietor, the workforce may be only one employee.	Total Employees: 100
<b>3. Number of Subcontractors</b> (if Applicant/Bidder will not use subcontractors, enter "0")	Total Subcontractors: 5
<b>4. Name of Information Technology Security Official and Name of Privacy Official for Applicant/Bidder</b> (Privacy and Security Official may be the same person.)	<b>A. Security Official:</b> Name: Jay McDaniel Address: 220 S. 2nd Street City: Temple State: Tx ZIP: 76501 Telephone #: 254-774-9035 Email Address: <a href="mailto:dispatch@goldkeytechnology.com">dispatch@goldkeytechnology.com</a> <b>B. Privacy Official:</b> Name: Chelo Elliott Address: 509 S. 9th Street City: Temple State: Tx ZIP: 76504 Telephone #: 254-778-4766 Email Address: <a href="mailto:celliott@bellcountyhealth.org">celliott@bellcountyhealth.org</a>

### 5. HHS Agency Information Provide the following information if known.

Contract Mgr:	<input type="text"/>	Email Address:	<input type="text"/>	Agency:	<input type="text"/>
Telephone #:	<input type="text"/>	Requesting Dept:	<input type="text"/>	PO/Contract #:	<input type="text"/>

<b>6. Number of Storage Devices for HHS Confidential Information (as defined in the HHS Data Use Agreement (DUA))</b> Cloud Services involve using a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or a personal computer. A Data Center is a centralized repository, either physical or virtual, for the storage, management, and dissemination of data and information organized around a particular body of knowledge or pertaining to a particular business.	Total # (Sum a-d) 2
<b>a. Devices.</b> Number of personal user computers, devices or drives, including mobile devices and mobile drives.	0
<b>b. Servers.</b> Number of Servers that are not in a data center or using Cloud Services.	2
<b>c. Cloud Services.</b> Number of Cloud Services in use.	0
<b>d. Data Centers.</b> Number of Data Centers in use.	0
<b>7. Number of unduplicated individuals for whom Applicant/Bidder reasonably expects to handle HHS Confidential Information during one year:</b>	<b>Select Option</b>
<b>a.</b> 499 individuals or less <b>b.</b> 500 to 999 individuals <b>c.</b> 1,000 to 99,999 individuals <b>d.</b> 100,000 individuals or more	<input type="radio"/> a. <input type="radio"/> b. <input checked="" type="radio"/> c. <input type="radio"/> d.
<b>8. HIPAA Business Associate Agreement</b>	<b>Yes or No</b>
<b>a.</b> Will Applicant/Bidder use, disclose, create, receive, transmit or maintain protected health information on behalf of a HIPAA-covered HHS agency for a HIPAA-covered function?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>b.</b> Does Applicant/Bidder have a Privacy Notice prominently displayed on a Webpage or a Public Office of Applicant/Bidder's business open to or that serves the public? (This is a HIPAA requirement. Answer "No" if not applicable, such as for agencies not covered by HIPAA.)	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>9. Subcontractors.</b> If the Applicant/Bidder responded "0" to Question 3 (indicating no subcontractors), check "No" for both 'a.' and 'b.' to indicate "N/A."	<b>Yes or No</b>
<b>a.</b> Does Applicant/Bidder require subcontractors to execute the DUA Attachment 1 Subcontractor Agreement Form?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>b.</b> Will Applicant/Bidder obtain written approval from an HHS agency before entering into any agreements with subcontractors to handle HHS Confidential Information on behalf of Applicant/Bidder?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>10. Does Applicant/Bidder have any Optional Insurance currently in place?</b> Optional Insurance provides coverage for: (1) Network Security and Privacy; (2) Data Breach; (3) Cyber Liability (lost data, lost use or delay/suspension in business, denial of service with e-business, the Internet, networks and informational assets, such as privacy, intellectual property, virus transmission, extortion, sabotage or web activities); (4) Electronic Media Liability; (5) Crime/Theft; (6) Advertising Injury and Personal Injury Liability; and (7) Crisis Management and Notification Expense Coverage.	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Section B: PRIVACY RISK ANALYSIS AND ASSESSMENT (To be completed by Applicant/Bidder)**

<b>1. Written Policies &amp; Procedures.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that, at a minimum:	<b>Yes or No</b>
<b>a.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that identify Authorized Users and Authorized Purposes (as defined in the DUA) relating to creation, receipt, maintenance, use, disclosure, access or transmission of HHS Confidential information?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>b.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that require Applicant/Bidder and its Workforce to comply with the applicable provisions of HIPAA and other laws referenced in the DUA, relating to creation, receipt, maintenance, use, disclosure, access or transmission of HHS Confidential Information on behalf of an HHS agency?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>c.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that limit use or disclosure of HHS Confidential Information to the minimum that is necessary to fulfill the Authorized Purposes?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>d.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that respond to an actual or suspected breach of HHS Confidential Information, to include at a minimum (if any responses are “No” check “No” for all three): i. Immediate breach notification to the HHS agency, regulatory authorities, and other required Individuals or Authorities, in accordance with Article 4 of the DUA; ii. Following a documented breach response plan, in accordance with the DUA and applicable law; & iii. Notifying Individuals and Reporting Authorities whose HHS Confidential Information has been breached, as directed by the HHS agency?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>e.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that conduct annual workforce training and monitoring for and correction of any training delinquencies?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>

<p><b>f.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that permit or deny individual rights of access, and amendment or correction, when appropriate?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>Action Plan for Compliance with a timeline:</u></p>	<p><u>Compliance Date:</u></p>
<p><b>g.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that permit only Authorized Users with up-to-date privacy and security training, and with a reasonable and demonstrable need to use, disclose, create, receive, maintain, access or transmit the HHS Confidential Information, to carry out an obligation under the DUA for an Authorized Purpose, unless otherwise approved in writing by an HHS agency?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>Action Plan for Compliance with a timeline:</u></p>	<p><u>Compliance Date:</u></p>
<p><b>h.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that establish, implement and maintain proof of appropriate sanctions against any Workforce or Subcontractors who fail to comply with an Authorized Purpose or who is not an Authorized User, and used or disclosed HHS Confidential Information in violation of the DUA, the Base Contract or applicable law?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>Action Plan for Compliance with a timeline:</u></p>	<p><u>Compliance Date:</u></p>
<p><b>i.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that require updates to policies, procedures and plans following major changes with use or disclosure of HHS Confidential Information within 60 days of identification of a need for update?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>Action Plan for Compliance with a timeline:</u></p>	<p><u>Compliance Date:</u></p>
<p><b>j.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that restrict permissions or attempts to re-identify or further identify de-identified HHS Confidential Information, or attempt to contact any Individuals whose records are contained in the HHS Confidential Information, except for an Authorized Purpose, without express written authorization from an HHS agency or as expressly permitted by the Base Contract?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>Action Plan for Compliance with a timeline:</u></p>	<p><u>Compliance Date:</u></p>

<b>k.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that prohibit offshoring, or the use, disclosure, creation, maintenance or transmission of HHS Confidential Information outside of the United States of America, without express written permission from the HHS agency?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>l.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that require cooperation with HHS agencies' or federal regulatory inspections, audits or investigations related to compliance with the DUA or applicable law?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>m.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that require appropriate standards and methods to destroy or dispose of HHS Confidential Information?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>n.</b> Does Applicant/Bidder have current written privacy and security policies and procedures that prohibit disclosure of Applicant/Bidder's work product done on behalf of HHS pursuant to the DUA, or to publish HHS Confidential Information without express prior approval of the HHS agency?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>2.</b> Does Applicant/Bidder have a current Workforce training program? Training of Workforce must occur at least once every year, and within 30 days of date of hiring a new Workforce member who will handle HHS Confidential Information. Training must include: (1) privacy and security policies, procedures, plans and applicable requirements for handling HHS Confidential Information, (2) a requirement to complete training before access is given to HHS Confidential Information, and (3) written proof of training and a procedure for monitoring timely completion of training.	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>

<p><b>3. Does Applicant/Bidder have Privacy Safeguards to protect HHS Confidential Information in oral, paper and/or electronic form?</b></p> <p>"Privacy Safeguards" means protection of HHS Confidential Information by establishing, implementing and maintaining required Administrative, Physical and Technical policies, procedures, processes and controls, required by the DUA, HIPAA (45 CFR 164.530), Social Security Administration, Medicaid and laws, rules or regulations, as applicable. Administrative safeguards include administrative protections, policies and procedures for matters such as training, provision of access, termination, and review of safeguards, incident management, disaster recovery plans, and contract provisions. Technical safeguards include technical protections, policies and procedures, such as passwords, logging, emergencies, how paper is faxed or mailed, and electronic protections such as encryption of data. Physical safeguards include physical protections, policies and procedures, such as locks, keys, physical access, physical storage and trash.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>Action Plan for Compliance with a timeline:</u></p>	<p><u>Compliance Date:</u></p>
<p><b>4. Does Applicant/Bidder and all subcontractors (if applicable) maintain a current list of Authorized Users who have access to HHS Confidential Information, whether oral, written or electronic?</b></p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>Action Plan for Compliance with a timeline:</u></p>	<p><u>Compliance Date:</u></p>
<p><b>5. Does Applicant/Bidder and all subcontractors (if applicable) monitor for and remove terminated employees or those no longer authorized to handle HHS Confidential Information from the list of Authorized Users?</b></p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>Action Plan for Compliance with a timeline:</u></p>	<p><u>Compliance Date:</u></p>
<p><b>Section C: SECURITY RISK ANALYSIS AND ASSESSMENT (to be completed by Applicant/Bidder)</b></p>	
<p><b>This section is about your electronic system. If your business DOES NOT store, access, or transmit HHS Confidential Information in electronic systems (e.g., laptop, personal use computer, mobile device, database, server, etc.) select the box to the right, and "YES" will be entered for all questions in this section.</b></p>	<p><input type="checkbox"/> <b>No Electronic Systems</b></p>
<p><b>1. Does Applicant/Bidder ensure there are not any offshore (outside of the United States) services that access, create, disclose, receive, transmit or maintain HHS Confidential Information?</b></p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>Action Plan for Compliance with a timeline:</u></p>	<p><u>Compliance Date:</u></p>
<p><b>2. Does Applicant/Bidder utilize an IT security-knowledgeable person or company to maintain or oversee the configurations of Applicant/Bidder's computing systems and devices?</b></p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><u>Action Plan for Compliance with a timeline:</u></p>	<p><u>Compliance Date:</u></p>

<b>3.</b> Does Applicant/Bidder monitor and manage access to HHS Confidential Information (i.e., access is limited to Authorized Users, formal processes exist for granting access and validating need for remote access to Authorized Users, a formal process exists to validate the need of an Authorized User's remote access to HHS Confidential Information)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>4.</b> Does each member of Applicant/Bidder's Workforce who will use, disclose, create, receive, transmit or maintain HHS Confidential Information have a unique user name (account) and private password?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>5.</b> Does Applicant/Bidder have a system for changing default passwords, requiring user password changes at least every 90 days, and prohibiting the creation of weak passwords for all computer systems that access or store HHS Confidential Information (e.g., require a minimum of 8 characters with a combination of uppercase, lowercase, special characters, and numerals, where possible)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>6.</b> Does Applicant/Bidder lock the password after a certain number of failed attempts and after 15 minutes of user inactivity in all computing devices that access or store HHS Confidential Information?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>7.</b> Does Applicant/Bidder secure, manage and encrypt remote access to computer systems containing HHS Confidential Information, including wireless access, (i.e., access is limited to Authorized Users, a formal process exists for granting access to Authorized Users, a formal process exists to validate the need of an Authorized User's remote access to HHS Confidential Information, etc.)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>

<b>8.</b> Does Applicant/Bidder implement computer security configurations or settings for all computers and systems that access or store HHS Confidential Information? (e.g., non-essential features or services have been removed or disabled to reduce the threat of breach and to limit exploitation opportunities for hackers or intruders, etc.)	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>9.</b> Does Applicant/Bidder secure physical access to computer, paper, or other systems containing HHS Confidential Information from unauthorized personnel and theft (e.g., door locks, cable locks, laptops are stored in the trunk of the car instead of the passenger area, etc.)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>10.</b> Does Applicant/Bidder use encryption products to protect HHS Confidential Information that is transmitted over a public network (e.g., the Internet, WiFi, etc.) or that is stored on a computer system that is physically or electronically accessible to the public? ( <b><u>FIPS 140-2 encryption</u></b> * preferred.)	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>11.</b> Does Applicant/Bidder require Workforce members to formally acknowledge rules outlining their responsibilities for protecting HHS Confidential Information and associated systems containing HHS Confidential Information before their access is provided?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>12.</b> Is Applicant/Bidder willing to perform or submit to a criminal background check on Authorized Users?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>13.</b> Does Applicant/Bidder store HHS Confidential Information on encrypted end-user electronic devices (e.g., laptops, USBs, tablets, smartphones, external hard drives, desktops, etc.) and can Applicant/Bidder produce evidence of the encryption, such as, a screen shot or a system report? ( <b><u>FIPS 140-2 encryption</u></b> * preferred.)	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
* For more information regarding FIPS 140-2 encryption products, refer to: <a href="http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/140val-all.htm">http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/140val-all.htm</a>	

<b>14.</b> Does Applicant/Bidder prohibit the storage or creation of HHS Confidential Information on free Cloud Services or social media sites, unless there is an HHS-approved subcontractor agreement including an encryption-at-rest requirement with the service or site?	Page 18 <input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>15.</b> Does Applicant/Bidder keep current on security updates/patches (including firmware, software and applications) for computing systems that use, disclose, access, create, transmit, maintain or store HHS Confidential Information?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>16.</b> Do Applicant/Bidder's computing systems that use, disclose, access, create, transmit, maintain or store HHS Confidential Information contain up-to-date anti-malware and antivirus protection?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>17.</b> Does the Applicant/Bidder review system security logs on computing systems that access or store HHS Confidential Information for abnormal activity or security concerns on a regular basis?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>
<b>18.</b> Notwithstanding records retention requirements, do Applicant/Bidder's disposal processes for HHS Confidential Information ensure that HHS Confidential Information is destroyed so that it is unreadable or undecipherable?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Action Plan for Compliance with a timeline:</u>	<u>Compliance Date:</u>

### Section D: Signature and Submission

Please sign the form digitally, if possible; if you can't, provide a handwritten signature.

Signature:

  
**Bonnie Scurzi**

Digitally signed by Bonnie Scurzi  
 Date: 2016.06.02 17:13:13 -05'00'

Date:

**6-2-16**

To submit the completed, signed form, do one of the following:

- Click the Submit by Email button. (When prompted, choose the Desktop Email Application option and click OK.)
- Attach it to an email to [InfoSecurity@hhsc.state.tx.us](mailto:InfoSecurity@hhsc.state.tx.us).

Submit by email

## General Instructions for Completing Budget Forms

In preparing the budget, you must budget all costs that your organization will incur in carrying out the Healthy Texas Women Program. Instructions for completing the budget template follow:

- \* Enter the legal name of your organization in the space provided for "Legal Name of Respondent" on the budget summary page. Doing so will populate the budget category detail templates with the organization's name.
- \*

Complete each budget category detail template. If a primary budget category detail template does not accommodate all items in your budget, use the respective supplemental budget templates at the end of this workbook. The total of each supplemental category detail budget template will automatically populate to the last line of the respective primary budget category template.

- \* After you complete each budget category detail template, go to the Budget Summary.
- \* Distribute the total amount in column 1 in each budget category manually among the various funding sources (columns 2 through 6).
- \* Refer to the table below the budget template table to verify that the amounts distributed (Distribution Total) in each budget category equals the "Budget Total" for each respective category. Next, verify that the overall total of all distributions (Distribution Totals) equals the Budget Total.
- \* Fill all budget forms out in **WHOLE DOLLARS**.

# FORM F: BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

BELL COUNTY PUBLIC HEALTH DISTRICT

Budget Categories	Total Family Planning Program (1)	HHSC Share Categorical & FFS (2)	Patient Co-Pays To Be Collected (3)
A. Personnel	\$182,641	\$182,641	
B. Fringe Benefits	\$54,792	\$54,792	
C. Travel	\$7,680	\$4,180	\$3,500
D. Equipment	\$0		
E. Supplies	\$82,584	\$82,584	
F. Contractual	\$337,592	\$337,592	
G. Other	\$75,461	\$75,461	
H. Total Direct Costs	\$740,750	\$737,250	\$3,500
I. Indirect Costs	\$18,876	\$18,876	
J. Total (Sum of H and I)	\$759,626	\$756,126	\$3,500

**NOTE:** The "Total Budget" amount for each Budget Category will have to be entered manually among columns 2 through 3. Enter amounts in whole dollars. After amounts have been entered for each funding source, verify that the "Distribution Total" below equals the respective amount under the "Total Budget" from column (1).

	Budget Category	Distribution Total	Budget Total	Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$182,641	\$182,641	Fringe Benefits	\$54,792	\$54,792
	Travel	\$7,680	\$7,680	Equipment	\$0	\$0
	Supplies	\$82,584	\$82,584	Contractual	\$337,592	\$337,592
	Other	\$75,461	\$75,461	Indirect Costs	\$18,876	\$18,876

<b>TOTAL FOR:</b>	<b>Distribution Totals</b>	<b>\$759,626</b>	<b>Budget Total</b>	<b>\$759,626</b>
-------------------	----------------------------	------------------	---------------------	------------------

List any budget assumptions below:

# FORM F-1: PERSONNEL Budget Category Detail Form

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT**

PERSONNEL Functional Title + Code E = Existing or P = Proposed	Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
(E) Nurse Practitioner Temple	N	(T) FP Clinics, abnormal pap counseling, follow up	0.33	Y	\$7,386.00	12	\$29,249
(E) RN III Temple/Killeen	Y	(T, K) FP Clinics, QA, Assistant Director of Nurses	0.33	Y	\$4,724.00	12	\$18,707
(E) RN II Temple	N	(T) FP Clinics, QA	0.33	Y	\$3,466.00	12	\$13,725
(E) RN II Killeen	N	(K) FP Clinics, QA	0.33	Y	\$3,236.00	12	\$12,815
(E) LVN Temple	N	(T) FP Clinics, QA,	0.33	Y	\$2,458.00	12	\$9,734
(E) LVN Killeen	N	(K) FP Clinics, QA	0.33	Y	\$3,021.00	12	\$11,963
(E) CMA Temple	N	(T) FP Clinics	0.33	Y	\$2,000.00	12	\$7,920
(E) Clerk Temple	N	(T) FP Clerical services	0.33	N	\$1,867.00	12	\$7,393
(E) Clerk Temple	N	(T) FP Clerical services	0.25	N	\$1,730.00	12	\$5,190
(E) Billing Clerk Temple	N	(T) Perform all billing functions/purchasing	0.33	N	\$2,544.00	12	\$10,074
(E) Family Planning Clerk	N	(T) (K) Performs Family Planning eligibility in both clinics	0.5	N	\$1,743.00	12	\$10,458
(E) Outreach Educator	N	(T)(K) Provide Outreach Education in the Community	0.25	Y	\$2,544.00	12	\$7,632
(P) Outreach In-reach Coordinator	Y	(T)(K) Provide HTW and Family Planning Outreach Education in the Community	0.5	Y	\$2,544.00	12	\$15,264
<b>TOTAL FROM PERSONNEL SUPPLEMENTAL BUDGET SHEETS</b>							\$22,517
						<b>SalaryWage Total</b>	<b>\$182,641</b>

FRINGE BENEFITS	Itemize the elements of fringe benefits in the space below:
Insurance-6.450%; Retirement-12.69%; FICA-7.65%; Unemployment Compensation-.0083%; Workers Compensation-3.2% = 30%	
	Fringe Benefit Rate %
	30.00%
	Fringe Benefits Total
	\$54,792

# FORM F-2: TRAVEL Budget Category Detail Form

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT**

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location City/State	Number of:	Travel Costs	
			Days/Employees		
HHSC Required trainings	Nursing staff required to attend HHSC trainings on Child Abuse Reporting Requirments	TBD	TBD/8	Mileage	\$120
				Airfare	
				Meals	\$360
				Lodging	
				Other Costs	
				<b>Total</b>	\$480
HHSC Required trainings	Nursing staff required to attend HHSC trainings on Human Trafficking and Intimate Partner Violence	TBD	TBD/8	Mileage	\$120
				Airfare	
				Meals	\$360
				Lodging	
				Other Costs	
				<b>Total</b>	\$480
HHSC Required trainings	Nursing staff required to attend HHSC trainings on Eligibility and Billing	TBD	TBD/4	Mileage	\$60
				Airfare	
				Meals	\$180
				Lodging	
				Other Costs	
				<b>Total</b>	\$240
HHSC Required trainings	Nursing staff required to attend HHSC trainings on LARCs	TBD	TBD/8	Mileage	\$120
				Airfare	
				Meals	\$360
				Lodging	
				Other Costs	
				<b>Total</b>	\$480
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS					\$0

**Total for Conference / Workshop Travel**

**\$1,680**

**Other / Local Travel Costs**

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
Local travel for Health District nursing, billing, and outreach staff to provide Family Planning services in satellite clinics and perform outreach activities in the community. Travel Policy follows budget pages.	12000	\$0.500	\$6,000		\$6,000
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

**Total for Other / Local Travel** **\$6,000**Other / Local Travel Costs: **\$6,000**Conference / Workshop Travel Costs: **\$1,680****Total Travel Costs:** **\$7,680**

Indicate Policy Used:

Respondent's Travel Policy ☒State of Texas Travel Policy ☐

FORM F-3: EQUIPMENT AND CONTROLLED ASSETS Budget Category  
Detail Form

**Legal Name of Respondent:**

**BELL COUNTY PUBLIC HEALTH DISTRICT**

Itemize, describe, and justify the list below. Attach complete specifications or a copy of the purchase order. Check the Contractor's Financial Procedures Manual for definition of equipment.

[illegible]

**Total Amount Requested for Equipment:**

**\$0**

## FORM F-4: SUPPLIES Budget Category Detail Form

**Legal Name of Respondent:**

**BELL COUNTY PUBLIC HEALTH DISTRICT**

Itemize and describe each supply item and **provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable.** Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.) Check the Contractor's Financial Procedures Manual for definition of supplies.

Description of Item [If applicable, provide estimated quantity and cost (i.e. # of boxes & cost/box)]	Purpose & Justification	Total Cost
Pharmaceuticals (\$ 5357 per month x 14 months)	Consumable items needed to support Family Planning clinic services; no item has a unit cost greater than \$499.	\$75,000
Office Supplies (\$542 per month x 14 months)	Consumable items needed to support Family Planning clinic services; no item has a unit cost greater than \$499.	\$7,584
TOTAL FROM SUPPLIES SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Supplies:

**\$82,584**

## FORM F-5: CONTRACTUAL Budget Category Detail Form

**Legal Name of Respondent:** **BELL COUNTY PUBLIC HEALTH DISTRICT**

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show co Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e., Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e., hourly rate, unit rate, lump sum amount)
Maria Llana-Posey, Pharm.D.	Class D Pharmacist	Label prescription drugs, pharmacy consultant	Hourly	12	\$50.00
Baylor Scott and White Hospital	Bilateral Tubal Ligations	Perform permanent female sterilizations (Medicaid reimbursement rate)	Lump Sum	100	\$2,500.00
Baylor Scott and White Hospital	Bilateral Tubal Ligations	Difference between Medicaid reimbursement rate and hospital contracted amount to pay	Lump Sum	100	\$490.00
Center for Disease Detection	Pap Smears	Lab according to FP standards	Unit	150	\$10.00
Center for Disease Detection	Pap Smears & HPV test	Lab according to FP standards	Unit	750	\$45.00
Center for Disease Detection	Rubella	Lab according to FP standards	Unit	457	\$6.00
TOTAL FROM CONTRACTUAL SUPPLEMENTAL BUDGET SHEETS					

Total Amount Requested for CONTRACTUAL:

--

ntractors as "To Be

TOTAL
\$600
\$250,000
\$49,000
\$1,500
\$33,750
\$2,742
\$0
\$0
\$0
\$0

\$337,592
-----------

# FORM F-6: OTHER Budget Category Detail Form

Legal Name of Respondent:

**BELL COUNTY PUBLIC HEALTH DISTRICT**

Description of Item [If applicable, include quantity and cost/quantity (i.e. # of units & cost per unit)]	Purpose & Justification	Total Cost
Housekeeping	Environmental Services for 2 current sites	\$7,600
Computer Services	IT support and computer maintenance	\$4,500
eClinicalWorks Electronic Health Record	Electronic Health Record program/service needed for client medical records in clinics	\$4,200
Single Audit	DSHS mandated single audit	\$2,500
Telephone	Time Warner Cable Service Agreement	\$3,000
Postage and shipping	Correspondence and shipping charges	\$1,000
Stericycle	Disposal of bio-hazardous waste	\$1,600
Ricoh	Lease for copier	\$3,100
Insurance liability	Off-set medical legal risks	\$2,800
Copying/Printing	Forms, patient literature, information sheets, pamphlets	\$2,000
Interpreting services - part time	Provide interpreting services for Spanish speaking clients. 2 staff work 27 hours per week at \$10 per hour each.	\$8,775
Part time clerical services - front desk Temple	Provide receptionist and clerical services, interprets as needed. Staff works 27 hours per week at \$10/hour	\$5,190
Part Time Nurse Practitioner Killeen	(K) FP Clinics, abnormal pap counseling, follow up	\$29,196
TOTAL FROM OTHER SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Other:

**\$75,461**

## FORM F - 7 Indirect Costs

Legal Name of Respondent:

BELL COUNTY PUBLIC HEALTH DISTRICT

Total amount of indirect costs allocable to the project:

Amount: \$18,876

Indirect costs are based on (mark the statement that is applicable):

The respondent's most recent indirect cost rate approved by a federal cognizant agency or state single audit coordinating agency. Expired rate agreements are not acceptable. Attach a copy of the rate agreement to this form (Form I - 7 Indirect) **Certificate of Indirect Costs is included in application following the budget pages and travel policy.**

**RATE:** 7.95%

**BASE:**

**X**

*Applies only to governmental entities.* The respondent's current central service cost rate or indirect cost rate based on a rate proposal prepared in accordance with OMB Circular A-87. Attach a copy of Certification of Cost Allocation Plan or Certification of Indirect Costs.

**RATE:**

**TYPE:**

**BASE:**

**GO TO PAGE 2 (below)**

If using an central service or indirect cost rate, identify the types of costs that are included (being allocated) in the rate:

Personnel salaries and fringe benefits

Organizations that do not use an indirect cost rate and governmental entities with only a central service rate must identify the types of costs that will be allocated as indirect costs and the methodology used to allocate these costs in the space provided below. The costs/methodology must also be disclosed in Part V-Indirect Cost Allocation of the Cost Allocation Plan that is submitted to DSHS. **Identify the types of costs that are being allocated as indirect costs, the allocation methodology, and the allocation base:**

Example of  
emails sent to  
each  
subcontracting  
opportunity

The purpose of this email is to notify your organization of subcontracting opportunities per TAC §20.14 for Laboratory testing services (992-26), Office Supplies (615, 645), Printing and Typesetting Services (966), and Equipment Maintenance and Repair Services for Hospital, Laboratory, and Testing equipment (938) with our Agency. We are asking that your organization assist us in identifying potential Historically Underutilized Businesses by disseminating this notice of opportunity to your membership.

We are a local health district located in Temple, Texas with a satellite office in Killeen. The Medical Nursing department of our agency conducts Family Planning services at both clinic sites, which include examinations and birth control to men and women of childbearing age. We utilize Nurse Practitioners in our clinics who conduct the examinations. We utilize laboratory services to process the various lab tests (syphilis, rubella, pap smears, HIV tests, gonorrhea & Chlamydia tests, etc.) performed as part of the visit. We utilize local vendors for office supplies and equipment. We refer our clients to local providers for services that are not performed on site such as emergency medical care, chronic disease evaluation and professional counseling services.

Specifications for the various subcontracted services / personnel are:

1. Laboratories must have the appropriate CLIA certification; and accreditation with the College of American Pathologists and Joint Commission on Accreditation of Healthcare Organizations.
2. Office Supply vendors must be able to provide needed office supplies and equipment, be willing to deliver and set up, and offer reasonable pricing.
3. Printing vendors must be able to provide needed business cards, envelopes and letterhead printing services in a timely manner and offer reasonable pricing.
4. Equipment maintenance and repair vendors must be able to provide regular maintenance of microscopes, and calibration of table centrifuges. They must be able to come on site and offer reasonable pricing.

Review of plans and specifications will be conducted at the Bell County Public Health District Temple office located at 509 S. 9<sup>th</sup> Street, Temple, Texas 76504.

If you are interested, or a member of your organization is interested, in submitting a letter of interest regarding possible subcontracting opportunities, please submit your letter within seven (7) days of your receipt of this letter. Please send letters of intent or email notification to:

Chelo Elliott, RN, BSN, WHNP-BC  
Director of Nurses  
Bell County Public Health District  
509 S. 9th Street  
Temple, Texas 76504  
254-778-4766  
[cellriott@bellcountyhealth.org](mailto:cellriott@bellcountyhealth.org)

Sincerely,

*Chelo Elliott*

Chelo Elliott, RN, BSN, WHNP-BC

The purpose of this email is to notify Historically Underutilized Businesses of a subcontracting opportunity for **Office Supplies (615, 645)** with our Agency. We are a local health district located in Temple, Texas with a satellite office in Killeen. The Medical Nursing department of our agency conducts Family Planning services at both clinic sites, which include examinations and birth control to men and women of childbearing age. We utilize Nurse Practitioners in our clinics who conduct the examinations. We utilize laboratory services to process the various lab tests (syphilis, rubella, pap smears, HIV tests, gonorrhea & Chlamydia tests, etc.) performed as part of the visit. We utilize local vendors for office supplies and equipment. We refer our clients to local providers for services that are not performed on site such as emergency medical care, chronic disease evaluation and professional counseling services.

Specifications for the various subcontracted services / personnel are:

1. Laboratories must have the appropriate CLIA certification; and accreditation with the College of American Pathologists and Joint Commission on Accreditation of Healthcare Organizations.
2. Office Supply vendors must be able to provide needed office supplies and equipment, be willing to deliver and set up, and offer reasonable pricing.
3. Printing vendors must be able to provide needed business cards, envelopes and letterhead printing services in a timely manner and offer reasonable pricing.
4. Equipment maintenance and repair vendors must be able to provide regular maintenance of microscopes, and calibration of table centrifuges. They must be able to come on site and offer reasonable pricing.

Review of plans and specifications will be conducted at the Bell County Public Health District Temple office located at 509 S. 9<sup>th</sup> Street, Temple, Texas 76504.

If you are interested, or a member of your organization is interested, in submitting a letter of interest regarding possible subcontracting opportunities, please submit your letter within seven (7) days of your receipt of this letter. Please send letters of intent or email notification to:

Chelo Elliott, RN, BSN, WHNP-BC  
Director of Nurses  
Bell County Public Health District  
509 S. 9th Street  
Temple, Texas 76504  
254-778-4766  
[celliot@bellcountyhealth.org](mailto:celliot@bellcountyhealth.org)

Sincerely,

*Chelo Elliott*

Chelo Elliott, RN, BSN, WHNP-BC

The purpose of this email is to notify Historically Underutilized Businesses of a subcontracting opportunity for **Equipment Maintenance and Repair Services for Hospital, Laboratory, and Testing equipment (938)** with our Agency. We are a local health district located in Temple, Texas with a satellite office in Killeen. The Medical Nursing department of our agency conducts Family Planning services at both clinic sites, which include examinations and birth control to men and women of childbearing age. We utilize Nurse Practitioners in our clinics who conduct the examinations. We utilize laboratory services to process the various lab tests (syphilis, rubella, pap smears, HIV tests, gonorrhea & Chlamydia tests, etc.) performed as part of the visit. We utilize local vendors for office supplies and equipment. We refer our clients to local providers for services that are not performed on site such as emergency medical care, chronic disease evaluation and professional counseling services.

Specifications for the various subcontracted services / personnel are:

1. Laboratories must have the appropriate CLIA certification; and accreditation with the College of American Pathologists and Joint Commission on Accreditation of Healthcare Organizations.
2. Office Supply vendors must be able to provide needed office supplies and equipment, be willing to deliver and set up, and offer reasonable pricing.
3. Printing vendors must be able to provide needed business cards, envelopes and letterhead printing services in a timely manner and offer reasonable pricing.
4. Equipment maintenance and repair vendors must be able to provide regular maintenance of microscopes, and calibration of table centrifuges. They must be able to come on site and offer reasonable pricing.

Review of plans and specifications will be conducted at the Bell County Public Health District Temple office located at 509 S. 9<sup>th</sup> Street, Temple, Texas 76504.

If you are interested, or a member of your organization is interested, in submitting a letter of interest regarding possible subcontracting opportunities, please submit your letter within seven (7) days of your receipt of this letter. Please send letters of intent or email notification to:

Chelo Elliott, RN, BSN, WHNP-BC  
Director of Nurses  
Bell County Public Health District  
509 S. 9th Street  
Temple, Texas 76504  
254-778-4766  
[celliot@bellcountyhealth.org](mailto:celliot@bellcountyhealth.org)

Sincerely,

*Chelo Elliott*

Chelo Elliott, RN, BSN, WHNP-BC

The purpose of this email is to notify Historically Underutilized Businesses of a subcontracting opportunity for **Office Supplies (615), Equipment Maintenance and Repair Services for Hospital, Laboratory, and Testing equipment (938), Printing (966), Pharmacy (948), and Laboratory (948-55)** with our Agency. We are a local health district located in Temple, Texas with a satellite office in Killeen. The Medical Nursing department of our agency conducts Family Planning services at both clinic sites, which include examinations and birth control to men and women of childbearing age. We utilize Nurse Practitioners in our clinics who conduct the examinations. We utilize laboratory services to process the various lab tests (syphilis, rubella, pap smears, HIV tests, gonorrhea & Chlamydia tests, etc.) performed as part of the visit. We utilize local vendors for office supplies and equipment. We refer our clients to local providers for services that are not performed on site such as emergency medical care, chronic disease evaluation and professional counseling services.

Specifications for the various subcontracted services / personnel are:

1. Laboratories must have the appropriate CLIA certification; and accreditation with the College of American Pathologists and Joint Commission on Accreditation of Healthcare Organizations.
2. Office Supply vendors must be able to provide needed office supplies and equipment, be willing to deliver and set up, and offer reasonable pricing.
3. Printing vendors must be able to provide needed business cards, envelopes and letterhead printing services in a timely manner and offer reasonable pricing.
4. Equipment maintenance and repair vendors must be able to provide regular maintenance of microscopes, and calibration of table centrifuges. They must be able to come on site and offer reasonable pricing.

Review of plans and specifications will be conducted at the Bell County Public Health District Temple office located at 509 S. 9<sup>th</sup> Street, Temple, Texas 76504.

If you are interested, or a member of your organization is interested, in submitting a letter of interest regarding possible subcontracting opportunities, please submit your letter within seven (7) days of your receipt of this letter. Please send letters of intent or email notification to:

Chelo Elliott, RN, BSN, WHNP-BC  
Director of Nurses  
Bell County Public Health District  
509 S. 9th Street  
Temple, Texas 76504  
254-778-4766  
[celliot@bellcountyhealth.org](mailto:celliot@bellcountyhealth.org)

Sincerely,

*Chelo Elliott*

Chelo Elliott, RN, BSN, WHNP-BC

The purpose of this email is to notify Historically Underutilized Businesses of a subcontracting opportunity for **Printing and Typesetting (966)** with our Agency. We are a local health district located in Temple, Texas with a satellite office in Killeen. The Medical Nursing department of our agency conducts Family Planning services at both clinic sites, which include examinations and birth control to men and women of childbearing age. We utilize Nurse Practitioners in our clinics who conduct the examinations. We utilize laboratory services to process the various lab tests (syphilis, rubella, pap smears, HIV tests, gonorrhea & Chlamydia tests, etc.) performed as part of the visit. We utilize local vendors for office supplies and equipment. We refer our clients to local providers for services that are not performed on site such as emergency medical care, chronic disease evaluation and professional counseling services.

Specifications for the various subcontracted services / personnel are:

1. Laboratories must have the appropriate CLIA certification; and accreditation with the College of American Pathologists and Joint Commission on Accreditation of Healthcare Organizations.
2. Office Supply vendors must be able to provide needed office supplies and equipment, be willing to deliver and set up, and offer reasonable pricing.
3. Printing vendors must be able to provide needed business cards, envelopes and letterhead printing services in a timely manner and offer reasonable pricing.
4. Equipment maintenance and repair vendors must be able to provide regular maintenance of microscopes, and calibration of table centrifuges. They must be able to come on site and offer reasonable pricing.

Review of plans and specifications will be conducted at the Bell County Public Health District Temple office located at 509 S. 9<sup>th</sup> Street, Temple, Texas 76504.

If you are interested, or a member of your organization is interested, in submitting a letter of interest regarding possible subcontracting opportunities, please submit your letter within seven (7) days of your receipt of this letter. Please send letters of intent or email notification to:

Chelo Elliott, RN, BSN, WHNP-BC  
Director of Nurses  
Bell County Public Health District  
509 S. 9th Street  
Temple, Texas 76504  
254-778-4766  
[celliot@bellcountyhealth.org](mailto:celliot@bellcountyhealth.org)

Sincerely,

*Chelo Elliott*

Chelo Elliott, RN, BSN, WHNP-BC

# **Attachment E – Grantee UTC**

## **VERSION 2.12**

HHSC Uniform Terms and Conditions Version 2.12  
Published and Effective: November 30, 2015  
Responsible Office: Chief Counsel



**Health and Human Services Commission**  
**HHSC Uniform Terms and Conditions - Grant**  
**Version 2.12**

## **TABLE OF CONTENTS**

<b>ARTICLE I. DEFINITIONS AND INTERPRETIVE PROVISIONS .....</b>	<b>4</b>
1.01 Definitions .....	4
1.02 Interpretive Provisions.....	5
<b>ARTICLE II Payment Methods and Restrictions .....</b>	<b>6</b>
2.01 Payment Methods.....	6
2.02 Final Billing Submission.....	6
2.03 Financial Status Reports (FSRs) .....	7
2.04 Debt to State and Corporate Status .....	7
2.05 Application of Payment Due .....	7
2.06 Use of Funds.....	7
2.07 Use for Match Prohibited .....	7
2.08 Program Income .....	7
2.09 Nonsupplanting .....	8
<b>ARTICLE III. STATE AND FEDERAL FUNDING .....</b>	<b>8</b>
3.01 Funding.....	8
3.02 No debt Against the State.....	8
3.03 Debt to State .....	8
3.04 Recapture of Funds.....	8
<b>ARTICLE IV Allowable Costs and Audit Requirements .....</b>	<b>9</b>
4.01 Allowable Costs. ....	9
4.02 Independent Single or Program-Specific Audit .....	10
4.03 Submission of Audit.....	10
<b>Article V AFFIRMATIONS, ASSURANCES AND CERTIFICATIONS .....</b>	<b>11</b>
5.01 General Affirmations.....	11
5.02 Federal Assurances.....	11
5.03 Federal Certifications .....	11
<b>ARTICLE VI OWNERSHIP AND INTELLECTUAL PROPERTY .....</b>	<b>11</b>
6.01 Ownership .....	11
6.02 Intellectual Property .....	11
<b>ARTICLE VII RECORDS, AUDIT, AND DISCLOSURE .....</b>	<b>11</b>
7.01 Books and Records.....	11
7.02 Access to records, books, and documents .....	12

7.03	Response/compliance with audit or inspection findings .....	12
7.04	SAO Audit.....	12
7.05	Confidentiality.....	13
7.06	Public Information Act.....	13
<b>ARTICLE VIII CONTRACT MANAGEMENT AND EARLY TERMINATION .....</b>		<b>13</b>
8.01	Contract Management .....	13
8.02	Termination for Convenience.....	13
8.03	Termination for Cause.....	13
8.04	Equitable Settlement .....	14
<b>ARTICLE IX MISCELLANEOUS PROVISIONS.....</b>		<b>14</b>
9.01	Amendment .....	14
9.02	Insurance .....	14
9.03	Legal Obligations .....	14
9.04	Permitting and Licensure .....	14
9.05	Indemnity .....	15
9.06	Assignments .....	15
9.07	Relationship of the Parties.....	16
9.08	Technical Guidance Letters.....	16
9.09	Governing Law and Venue .....	16
9.10	Survivability .....	17
9.11	Force Majeure .....	17
9.12	No Waiver of Provisions .....	17
9.13	Publicity .....	17
9.14	Prohibition on Non-compete Restrictions .....	17
9.15	No Waiver of Sovereign Immunity .....	17
9.16	Entire Contract and Modification.....	17
9.17	Counterparts .....	18
9.18	Proper Authority.....	18
9.19	Employment Verification.....	18
9.20	Civil Rights .....	18

## ARTICLE I. DEFINITIONS AND INTERPRETIVE PROVISIONS

### 1.01 Definitions

As used in this Contract, unless the context clearly indicates otherwise, the following terms and conditions have the meanings assigned below:

“[Amendment](#)” means a written agreement, signed by the parties hereto, which documents changes to the Contract other than those permitted by Work Orders or Technical Guidance Letters, as herein defined.

“[Attachment](#)” means documents, terms, conditions, or additional information physically added to this Contract following the Signature Document or included by reference, as if physically, within the body of this Contract.

“[Contract](#)” means the Signature Document, these Uniform Terms and Conditions, along with any Attachments, and any Amendments, or Technical Guidance Letters that may be issued by the System Agency, to be incorporated by reference herein for all purposes if issued.

“[Deliverable](#)” means a work product prepared, developed, or procured by Grantee as part of the Services under the Contract for the use or benefit of the System Agency or the State of Texas.

“[Effective Date](#)” means the date agreed to by the Parties as the date on which the Contract takes effect.

“[System Agency](#)” means HHSC or any of the agencies of the State of Texas that are overseen by HHSC under authority granted under State law and the officers, employees, and designees of those agencies. These agencies include: the Department of Aging and Disability Services, the Department of Assistive and Rehabilitative Services, the Department of Family and Protective Services, and the Department of State Health Services.

“[Federal Fiscal Year](#)” means the period beginning October 1 and ending September 30 each year, which is the annual accounting period for the United States government.

“[GAAP](#)” means Generally Accepted Accounting Principles.

“[GASB](#)” means the Governmental Accounting Standards Board.

“[Grantee](#)” means the Party receiving funds under this Contract, if any.

“[Health and Human Services Commission](#)” or “[HHSC](#)” means the administrative agency established under Chapter 531, Texas Government Code or its designee.

“[HUB](#)” means Historically Underutilized Business, as defined by Chapter 2161 of the Texas Government Code.

“[Intellectual Property](#)” means patents, rights to apply for patents, trademarks, trade names, service marks, domain names, copyrights and all applications and worldwide registration of

such, schematics, industrial models, inventions, know-how, trade secrets, computer software programs, and other intangible proprietary information.

“Mentor Protégé” means the Comptroller of Public Accounts’ leadership program found at: <http://www.window.state.tx.us/procurement/prog/hub/mentorprotege/>.

“Parties” means the System Agency and Grantee, collectively.

“Party” means either the System Agency or Grantee, individually.

“Program” means the statutorily authorized activities of the System Agency under which this Contract has been awarded.

“Project” means specific activities of the Grantee that are supported by funds provided under this Contract.

“Public Information Act” or “PIA” means Chapter 552 of the Texas Government Code.

“Statement of Work” means the description of activities performed in completing the Project, as specified in the Contract and as may be amended.

“Signature Document” means the document executed by both Parties that specifically sets forth all of the documents that constitute the Contract.

“Solicitation” means the document issued by the System Agency under which applications for Program funds were requested, which is incorporated herein by reference for all purposes in its entirety, including all Amendments and Attachments.

“Solicitation Response” means Grantee’s full and complete response to the Solicitation, which is incorporated herein by reference for all purposes in its entirety, including any Attachments and addenda.

“State Fiscal Year” means the period beginning September 1 and ending August 31 each year, which is the annual accounting period for the State of Texas.

“State of Texas Textravel” means Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22, relative to travel reimbursements under this Contract, if any.

“Technical Guidance Letter” or “TGL” means an instruction, clarification, or interpretation of the requirements of the Contract, issued by the System Agency to the Grantee.

## **1.02 Interpretive Provisions**

- a. The meanings of defined terms are equally applicable to the singular and plural forms of the defined terms.
- b. The words “hereof,” “herein,” “hereunder,” and similar words refer to this Contract as a whole and not to any particular provision, section, Attachment, or schedule of this Contract unless otherwise specified.
- c. The term “including” is not limiting and means “including without limitation” and, unless otherwise expressly provided in this Contract, (i) references to contracts (including this Contract) and other contractual instruments shall be deemed to include all subsequent

Amendments and other modifications thereto, but only to the extent that such Amendments and other modifications are not prohibited by the terms of this Contract, and (ii) references to any statute or regulation are to be construed as including all statutory and regulatory provisions consolidating, amending, replacing, supplementing, or interpreting the statute or regulation.

- d. Any references to “sections,” “appendices,” or “attachments” are references to sections, appendices, or attachments of the Contract.
- e. Any references to agreements, contracts, statutes, or administrative rules or regulations in the Contract are references to these documents as amended, modified, or supplemented from time to time during the term of the Contract.
- f. The captions and headings of this Contract are for convenience of reference only and do not affect the interpretation of this Contract.
- g. All Attachments within this Contract, including those incorporated by reference, and any Amendments are considered part of the terms of this Contract.
- h. This Contract may use several different limitations, regulations, or policies to regulate the same or similar matters. All such limitations, regulations, and policies are cumulative and each will be performed in accordance with its terms.
- i. Unless otherwise expressly provided, reference to any action of the System Agency or by the System Agency by way of consent, approval, or waiver will be deemed modified by the phrase “in its sole discretion.”
- j. Time is of the essence in this Contract.

## **ARTICLE II PAYMENT METHODS AND RESTRICTIONS**

### **2.01 Payment Methods**

Except as otherwise provided by the provisions of the Contract, the payment method will be one or more of the following:

- a. cost reimbursement. This payment method is based on an approved budget and submission of a request for reimbursement of expenses Grantee has incurred at the time of the request;
- b. unit rate/fee-for-service. This payment method is based on a fixed price or a specified rate(s) or fee(s) for delivery of a specified unit(s) of service and acceptable submission of all required documentation, forms and/or reports; or
- c. advance payment. This payment method is based on disbursement of the minimum necessary funds to carry out the Program or Project where the Grantee has implemented appropriate safeguards. This payment method will only be utilized in accordance with governing law and at the sole discretion of the System Agency.

Grantees shall bill the System Agency in accordance with the Contract. Unless otherwise specified in the Contract, Grantee shall submit requests for reimbursement or payment monthly by the last business day of the month following the month in which expenses were incurred or services provided. Grantee shall maintain all documentation that substantiates invoices and make the documentation available to the System Agency upon request.

### **2.02 Final Billing Submission**

Unless otherwise provided by the System Agency, Grantee shall submit a reimbursement or payment request as a final close-out invoice not later than forty-five (45) calendar days following

the end of the term of the Contract. Reimbursement or payment requests received in the System Agency's offices more than forty-five (45) calendar days following the termination of the Contract may not be paid.

### **2.03 Financial Status Reports (FSRs)**

Except as otherwise provided in these General Provisions or in the terms of any Program Attachment(s) that is incorporated into the Contract, for contracts with categorical budgets, Grantee shall submit quarterly FSRs to Accounts Payable by the last business day of the month following the end of each quarter of the Program Attachment term for System Agency review and financial assessment. Grantee shall submit the final FSR no later than forty-five (45) calendar days following the end of the applicable term.

### **2.04 Debt to State and Corporate Status**

Pursuant to Tex. Gov. Code § 403.055, the Department will not approve and the State Comptroller will not issue payment to Grantee if Grantee is indebted to the State for any reason, including a tax delinquency. Grantee, if a corporation, certifies by execution of this Contract that it is current and will remain current in its payment of franchise taxes to the State of Texas or that it is exempt from payment of franchise taxes under Texas law (Tex. Tax Code §§ 171.001 et seq.). If tax payments become delinquent during the Contract term, all or part of the payments under this Contract may be withheld until Grantee's delinquent tax is paid in full.

### **2.05 Application of Payment Due**

Grantee agrees that any payments due under this Contract will be applied towards any debt of Grantee, including but not limited to delinquent taxes and child support that is owed to the State of Texas.

### **2.06 Use of Funds**

Grantee shall expend funds provided under this Contract only for the provision of approved services and for reasonable and allowable expenses directly related to those services.

### **2.07 Use for Match Prohibited**

Grantee shall not use funds provided under this Contract for matching purposes in securing other funding without the written approval of the System Agency.

### **2.08 Program Income**

Income directly generated from funds provided under this Contract or earned only as a result of such funds is Program Income. Unless otherwise required under the Program, Grantee shall use the addition alternative, as provided in UGMS § \_\_.25(g)(2), for the use of Project income to further the Program, and Grantee shall spend the Program Income on the Project. Grantee shall identify and report this income in accordance with the Contract, applicable law, and the Contractor's Financial Procedures Manual located at <http://www.dshs.state.tx.us/contracts/cfpm.shtm>. Grantee shall expend Program Income during the Program Attachment term and may not carry forward to any succeeding term. Grantee shall refund program income not expended in the term in which it is earned to the System Agency. The System Agency may base future funding levels, in part, upon Grantee's proficiency in identifying, billing, collecting, and reporting Program Income, and in using it for the purposes and under the conditions specified in this Contract.

## **2.09 Nonsupplanting**

Grantee shall not use funds from this Contract to replace or substitute for existing funding from other but shall use funds from this Contract to supplement existing state or local funds currently available. Grantee shall make a good faith effort to maintain its current level of support. Grantee may be required to submit documentation substantiating that a reduction in state or local funding, if any, resulted for reasons other than receipt or expected receipt of funding under this Contract.

## **ARTICLE III. STATE AND FEDERAL FUNDING**

### **3.01 Funding**

This Contract is contingent upon the availability of sufficient and adequate funds. If funds become unavailable through lack of appropriations, budget cuts, transfer of funds between programs or agencies, amendment of the Texas General Appropriations Act, agency consolidation, or any other disruptions of current funding for this Contract, the System Agency may restrict, reduce, or terminate funding under this Contract. This Contract is also subject to immediate cancellation or termination, without penalty to the System Agency, if sufficient and adequate funds are not available. Grantee will have no right of action against the System Agency if the System Agency cannot perform its obligations under this Contract as a result of lack of funding for any activities or functions contained within the scope of this Contract. In the event of cancellation or termination under this Section, the System Agency will not be required to give notice and will not be liable for any damages or losses caused or associated with such termination or cancellation.

### **3.02 No debt Against the State**

The Contract will not be construed as creating any debt by or on behalf of the State of Texas.

### **3.03 Debt to State**

If a payment law prohibits the Texas Comptroller of Public Accounts from making a payment, the Grantee acknowledges the System Agency's payments under the Contract will be applied toward eliminating the debt or delinquency. This requirement specifically applies to any debt or delinquency, regardless of when it arises.

### **3.04 Recapture of Funds**

The System Agency may withhold all or part of any payments to Grantee to offset overpayments made to the Grantee. Overpayments as used in this Section include payments (i) made by the System Agency that exceed the maximum allowable rates; (ii) that are not allowed under applicable laws, rules, or regulations; or (iii) that are otherwise inconsistent with this Contract, including any unapproved expenditures. Grantee understands and agrees that it will be liable to the System Agency for any costs disallowed pursuant to financial and compliance audit(s) of funds received under this Contract. Grantee further understands and agrees that reimbursement of such disallowed costs will be paid by Grantee from funds which were not provided or otherwise made available to Grantee under this Contract.

## ARTICLE IV ALLOWABLE COSTS AND AUDIT REQUIREMENTS

### 4.01 Allowable Costs.

System Agency will reimburse the allowable costs incurred in performing the Project that are sufficiently documented. Grantee must have incurred a cost prior to claiming reimbursement and within the applicable term to be eligible for reimbursement under this Contract. The System Agency will determine whether costs submitted by Grantee are allowable and eligible for reimbursement. If the System Agency has paid funds to Grantee for unallowable or ineligible costs, the System Agency will notify Grantee in writing, and Grantee shall return the funds to the System Agency within thirty (30) calendar days of the date of this written notice. The System Agency may withhold all or part of any payments to Grantee to offset reimbursement for any unallowable or ineligible expenditure that Grantee has not refunded to the System Agency, or if financial status report(s) required under the Financial Status Reports section are not submitted by the due date(s). The System Agency may take repayment (recoup) from funds available under this Contract in amounts necessary to fulfill Grantee's repayment obligations. Applicable cost principles, audit requirements, and administrative requirements include-

Applicable Entity	Applicable Cost Principles	Audit Requirements	Administrative Requirements
State, Local and Tribal Governments	2 CFR, Part 225	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
Educational Institutions	2 CFR, Part 220	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
Non-Profit Organizations	2 CFR, Part 230	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
For-profit Organization other than a hospital and an organization named in OMB Circular A-122 (2 CFR Part, 230) as not subject to that circular.	48 CFR Part 31, Contract Cost Principles Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the federal or state awarding agency	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS

A chart of applicable Federal awarding agency common rules is located through a web link on the System Agency website at <http://www.dshs.state.tx.us/contracts/links.shtm>. OMB Circulars will be applied with the modifications prescribed by UGMS with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.

#### **4.02 Independent Single or Program-Specific Audit**

If Grantee, within Grantee's fiscal year, expends a total amount of at least **SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000)** in federal funds awarded, Grantee shall have a single audit or program-specific audit in accordance with the 2 CFR 200. The \$750,000 federal threshold amount includes federal funds passed through by way of state agency awards. If Grantee, within Grantee's fiscal year, expends a total amount of at least \$500,000 in state funds awarded, Grantee must have a single audit or program-specific audit in accordance with UGMS, State of Texas Single Audit Circular. For-profit Grantees whose expenditures meet or exceed the federal or state expenditure thresholds stated above shall follow the guidelines in 2 CFR 200 or UGMS, as applicable, for their program-specific audits. The HHSC Office of Inspector General (OIG) will notify Grantee to complete the Single Audit Status Registration Form. If Grantee fails to complete the Single Audit Status Form within thirty (30) calendar days after notification by OIG to do so, Grantee shall be subject to the System Agency sanctions and remedies for non-compliance with this Contract. The audit must be conducted by an independent certified public accountant and in accordance with applicable OMB Circulars, Government Auditing Standards, and UGMS. Grantee shall procure audit services in compliance with this section, state procurement procedures, as well as with the provisions of UGMS

#### **4.03 Submission of Audit**

Within thirty (30) calendar days of receipt of the audit reports required by the Independent Single or Program-Specific Audit section, Grantee shall submit one copy to the System Agency's Contract Representative identified in the Signature Document and one copy to the OIG at the following address:

Health and Human Services Commission  
Office of Inspector General  
Compliance/Audit, Mail Code 1326  
P.O. Box 85200  
Austin, Texas 78708-5200

Electronic submission to the System Agency should be addressed as indicated in the Signature Document

Electronic submission to HHSC should be addressed as follows:

[Dani.fielding@hhsc.state.tx.us](mailto:Dani.fielding@hhsc.state.tx.us)

If Grantee fails to submit the audit report as required by the Independent Single or Program-Specific Audit section within thirty (30) calendar days of receipt by Grantee of an audit report, Grantee shall be subject to the System Agency sanctions and remedies for non-compliance with this Contract.

## **ARTICLE V AFFIRMATIONS, ASSURANCES AND CERTIFICATIONS**

### **5.01 General Affirmations**

Grantee certifies that, to the extent General Affirmations are incorporated into the Contract under the Signature Document, the General Affirmations have been reviewed and that Grantee is in compliance with each of the requirements reflected therein.

### **5.02 Federal Assurances**

Grantee further certifies that, to the extent Federal Assurances are incorporated into the Contract under the Signature Document, the Federal Assurances have been reviewed and that Grantee is in compliance with each of the requirements reflected therein.

### **5.03 Federal Certifications**

Grantee further certifies, to the extent Federal Certifications are incorporated into the Contract under the Signature Document, that the Federal Certifications have been reviewed, and that Grantee is in compliance with each of the requirements reflected therein. **In addition, Grantee certifies that it is in compliance with all applicable federal laws, rules, or regulations, as they may pertain to this Contract.**

## **ARTICLE VI OWNERSHIP AND INTELLECTUAL PROPERTY**

### **6.01 Ownership**

The System Agency will own, and Grantee hereby assigns to the System Agency, all right, title, and interest in all Deliverables.

### **6.02 Intellectual Property**

- a. The System Agency and Grantee will retain ownership, all rights, title, and interest in and to, their respective pre-existing Intellectual Property. A license to either Party's pre-existing Intellectual Property must be agreed to under this or another contract.
- b. Grantee grants to the System Agency and the State of Texas a royalty-free, paid up, worldwide, perpetual, non-exclusive, non-transferable license to use any Intellectual Property invented or created by Grantee, Grantee's contractor, or a subcontractor in the performance of the Project. Grantee will require its contractors to grant such a license under its contracts.
- c. As used herein, "Intellectual Property" shall mean: inventions and business processes, whether or not patentable; works of authorship; trade secrets; trademarks; service marks; industrial designs; and other intellectual property incorporated in any Deliverable and first created or developed by Grantee, Grantee's contractor or a subcontractor in performing the Project.

## **ARTICLE VII RECORDS, AUDIT, AND DISCLOSURE**

### **7.01 Books and Records**

Grantee will keep and maintain under GAAP or GASB, as applicable, full, true, and complete records necessary to fully disclose to the System Agency, the Texas State Auditor's Office, the United States Government, and their authorized representatives sufficient information to

determine compliance with the terms and conditions of this Contract and all state and federal rules, regulations, and statutes. Unless otherwise specified in this Contract, Grantee will maintain legible copies of this Contract and all related documents for a minimum of seven (7) years after the termination of the contract period or seven (7) years after the completion of any litigation or dispute involving the Contract, whichever is later.

#### **7.02 Access to records, books, and documents**

In addition to any right of access arising by operation of law, Grantee and any of Grantee's affiliate or subsidiary organizations, or Subcontractors will permit the System Agency or any of its duly authorized representatives, as well as duly authorized federal, state or local authorities, unrestricted access to and the right to examine any site where business is conducted or Services are performed, and all records, which includes but is not limited to financial, client and patient records, books, papers or documents related to this Contract. If the Contract includes federal funds, federal agencies that will have a right of access to records as described in this section include: the federal agency providing the funds, the Comptroller General of the United States, the General Accounting Office, the Office of the Inspector General, and any of their authorized representatives. In addition, agencies of the State of Texas that will have a right of access to records as described in this section include: the System Agency, HHSC, HHSC's contracted examiners, the State Auditor's Office, the Texas Attorney General's Office, and any successor agencies. Each of these entities may be a duly authorized authority. If deemed necessary by the System Agency or any duly authorized authority, for the purpose of investigation or hearing, Grantee will produce original documents related to this Contract. The System Agency and any duly authorized authority will have the right to audit billings both before and after payment, and all documentation that substantiates the billings. Grantee will include this provision concerning the right of access to, and examination of, sites and information related to this Contract in any Subcontract it awards.

#### **7.03 Response/compliance with audit or inspection findings**

- a. Grantee must act to ensure its and its Subcontractor's compliance with all corrections necessary to address any finding of noncompliance with any law, regulation, audit requirement, or generally accepted accounting principle, or any other deficiency identified in any audit, review, or inspection of the Contract and the goods or services provided hereunder. Any such correction will be at Grantee or its Subcontractor's sole expense. Whether Grantee's action corrects the noncompliance will be solely the decision of the System Agency.
- b. As part of the Services, Grantee must provide to HHSC upon request a copy of those portions of Grantee's and its Subcontractors' internal audit reports relating to the Services and Deliverables provided to the State under the Contract.

#### **7.04 SAO Audit**

Grantee understands that acceptance of funds directly under the Contract or indirectly through a Subcontract under the Contract acts as acceptance of the authority of the State Auditor's Office (SAO), or any successor agency, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the SAO must provide the SAO with access to any information the SAO considers relevant to the investigation or audit. Grantee agrees to cooperate fully with the SAO

or its successor in the conduct of the audit or investigation, including providing all records requested. Grantee will ensure that this clause concerning the authority to audit funds received indirectly by Subcontractors through Grantee and the requirement to cooperate is included in any Subcontract it awards.

#### **7.05 Confidentiality**

Any specific confidentiality agreement between the Parties takes precedent over the terms of this section. To the extent permitted by law, Grantee agrees to keep all information confidential, in whatever form produced, prepared, observed, or received by Grantee. The provisions of this section remain in full force and effect following termination or cessation of the services performed under this Contract.

#### **7.06 Public Information Act**

Information related to the performance of this Contract may be subject to the PIA and will be withheld from public disclosure or released only in accordance therewith. Grantee must make all information not otherwise excepted from disclosure under the PIA available in portable document file (".pdf") format or any other format agreed between the Parties.

### **ARTICLE VIII CONTRACT MANAGEMENT AND EARLY TERMINATION**

#### **8.01 Contract Management**

To ensure full performance of the Contract and compliance with applicable law, the System Agency may take actions including:

- a. Suspending all or part of the Contract;
- b. Requiring the Grantee to take specific corrective actions in order to remain in compliance with term of the Contract;
- c. Recouping payments made to the Grantee found to be in error;
- d. Suspending, limiting, or placing conditions on the continued performance of the Project;
- e. Imposing any other remedies authorized under this Contract; and
- f. Imposing any other remedies, sanctions or penalties permitted by federal or state statute, law, regulation, or rule.

#### **8.02 Termination for Convenience**

The System Agency may terminate the Contract at any time when, in its sole discretion, the System Agency determines that termination is in the best interests of the State of Texas. The termination will be effective on the date specified in HHSC's notice of termination.

#### **8.03 Termination for Cause**

Except as otherwise provided by the U.S. Bankruptcy Code, or any successor law, the System Agency may terminate the Contract, in whole or in part, upon either of the following conditions:

##### **a. Material Breach**

The System Agency will have the right to terminate the Contract in whole or in part if the System Agency determines, at its sole discretion, that Grantee has materially breached the Contract or has failed to adhere to any laws, ordinances, rules, regulations or orders of any public authority having jurisdiction and such violation prevents or substantially impairs performance of Grantee's duties under the Contract. Grantee's misrepresentation in any aspect of Grantee's

Solicitation Response, if any or Grantee's addition to the Excluded Parties List System (EPLS) will also constitute a material breach of the Contract.

**b. Failure to Maintain Financial Viability**

The System Agency may terminate the Contract if, in its sole discretion, the System Agency has a good faith belief that Grantee no longer maintains the financial viability required to complete the Services and Deliverables, or otherwise fully perform its responsibilities under the Contract.

**8.04 Equitable Settlement**

Any early termination under this Article will be subject to the equitable settlement of the respective interests of the Parties up to the date of termination.

**ARTICLE IX MISCELLANEOUS PROVISIONS**

**9.01 Amendment**

The Contract may only be amended by an Amendment executed by both Parties.

**9.02 Insurance**

Unless otherwise specified in this Contract, Grantee will acquire and maintain, for the duration of this Contract, insurance coverage necessary to ensure proper fulfillment of this Contract and potential liabilities thereunder with financially sound and reputable insurers licensed by the Texas Department of Insurance, in the type and amount customarily carried within the industry as determined by the System Agency. Grantee will provide evidence of insurance as required under this Contract, including a schedule of coverage or underwriter's schedules establishing to the satisfaction of the System Agency the nature and extent of coverage granted by each such policy, upon request by the System Agency. In the event that any policy is determined by the System Agency to be deficient to comply with the terms of this Contract, Grantee will secure such additional policies or coverage as the System Agency may reasonably request or that are required by law or regulation. If coverage expires during the term of this Contract, Grantee must produce renewal certificates for each type of coverage.

These and all other insurance requirements under the Contract apply to both Grantee and its Subcontractors, if any. Grantee is responsible for ensuring its Subcontractors' compliance with all requirements.

**9.03 Legal Obligations**

Grantee will comply with all applicable federal, state, and local laws, ordinances, and regulations, including all federal and state accessibility laws relating to direct and indirect use of information and communication technology. Grantee will be deemed to have knowledge of all applicable laws and regulations and be deemed to understand them. In addition to any other act or omission that may constitute a material breach of the Contract, failure to comply with this Section may also be a material breach of the Contract.

**9.04 Permitting and Licensure**

At Grantee's sole expense, Grantee will procure and maintain for the duration of this Contract any state, county, city, or federal license, authorization, insurance, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Grantee to provide

the goods or Services required by this Contract. Grantee will be responsible for payment of all taxes, assessments, fees, premiums, permits, and licenses required by law. Grantee agrees to be responsible for payment of any such government obligations not paid by its contractors or subcontractors during performance of this Contract.

#### **9.05 Indemnity**

**TO THE EXTENT ALLOWED BY LAW, GRANTEE WILL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE STATE OF TEXAS AND ITS OFFICERS AND EMPLOYEES, AND THE SYSTEM AGENCY AND ITS OFFICERS AND EMPLOYEES, FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDINGS, COSTS, DAMAGES, AND LIABILITIES, INCLUDING ATTORNEYS' FEES AND COURT COSTS ARISING OUT OF, OR CONNECTED WITH, OR RESULTING FROM:**

- a. GRANTEE'S PERFORMANCE OF THE CONTRACT, INCLUDING ANY NEGLIGENT ACTS OR OMISSIONS OF GRANTEE, OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF GRANTEE, OR ANY THIRD PARTY UNDER THE CONTROL OR SUPERVISION OF GRANTEE, IN THE EXECUTION OR PERFORMANCE OF THIS CONTRACT; OR**
- b. ANY BREACH OR VIOLATION OF A STATUTE, ORDINANCE, GOVERNMENTAL REGULATION, STANDARD, RULE, OR BREACH OF CONTRACT BY GRANTEE, ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF GRANTEE, OR ANY THIRD PARTY UNDER THE CONTROL OR SUPERVISION OF GRANTEE, IN THE EXECUTION OR PERFORMANCE OF THIS CONTRACT; OR**
- c. EMPLOYMENT OR ALLEGED EMPLOYMENT, INCLUDING CLAIMS OF DISCRIMINATION AGAINST GRANTEE, ITS OFFICERS, OR ITS AGENTS; OR**
- d. WORK UNDER THIS CONTRACT THAT INFRINGES OR MISAPPROPRIATES ANY RIGHT OF ANY THIRD PERSON OR ENTITY BASED ON COPYRIGHT, PATENT, TRADE SECRET, OR OTHER INTELLECTUAL PROPERTY RIGHTS.**

**GRANTEE WILL COORDINATE ITS DEFENSE WITH THE SYSTEM AGENCY AND ITS COUNSEL. THIS PARAGRAPH IS NOT INTENDED TO AND WILL NOT BE CONSTRUED TO REQUIRE GRANTEE TO INDEMNIFY OR HOLD HARMLESS THE STATE OR THE SYSTEM AGENCY FOR ANY CLAIMS OR LIABILITIES RESULTING SOLELY FROM THE GROSS NEGLIGENCE OF THE SYSTEM AGENCY OR ITS EMPLOYEES. THE PROVISIONS OF THIS SECTION WILL SURVIVE TERMINATION OF THIS CONTRACT.**

#### **9.06 Assignments**

Grantee may not assign all or any portion of its rights under, interests in, or duties required under this Contract without prior written consent of the System Agency, which may be withheld or granted at the sole discretion of the System Agency. Except where otherwise agreed in writing by the System Agency, assignment will not release Grantee from its obligations under the Contract.

Grantee understands and agrees the System Agency may in one or more transactions assign, pledge, or transfer the Contract. This assignment will only be made to another State agency or a non-state agency that is contracted to perform agency support.

## **9.07 Relationship of the Parties**

Grantee is, and will be, an independent contractor and, subject only to the terms of this Contract, will have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract will be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create for the System Agency any liability whatsoever with respect to the indebtedness, liabilities, and obligations of Grantee or any other Party.

Grantee will be solely responsible for, and the System Agency will have no obligation with respect to:

- a. Payment of Grantee's employees for all Services performed;
- b. Wnsuring each of its employees, agents, or Subcontractors who provide Services or Deliverables under the Contract are properly licensed, certified, or have proper permits to perform any activity related to the Work;
- c. Withholding of income taxes, FICA, or any other taxes or fees;
- d. Industrial or workers' compensation insurance coverage;
- e. Participation in any group insurance plans available to employees of the State of Texas;
- f. Participation or contributions by the State to the State Employees Retirement System;
- g. Accumulation of vacation leave or sick leave; or
- h. Unemployment compensation coverage provided by the State.

## **9.08 Technical Guidance Letters**

In the sole discretion of the System Agency, and in conformance with federal and state law, the System Agency may issue instructions, clarifications, or interpretations as may be required during Work performance in the form of a Technical Guidance Letter. A TGL must be in writing, and may be delivered by regular mail, electronic mail, or facsimile transmission. Any TGL issued by the System Agency will be incorporated into the Contract by reference herein for all purposes when it is issued.

## **9.09 Governing Law and Venue**

This Contract and the rights and obligations of the Parties hereto will be governed by, and construed according to, the laws of the State of Texas, exclusive of conflicts of law provisions. Venue of any suit brought under this Contract will be in a court of competent jurisdiction in Travis County, Texas unless otherwise elected by the System Agency. Grantee irrevocably waives any objection, including any objection to personal jurisdiction or the laying of venue or based on the grounds of forum non conveniens, which it may now or hereafter have to the bringing of any action or proceeding in such jurisdiction in respect of this Contract or any document related hereto. Severability

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract will be construed as if such provision did not exist and the non-enforceability of such provision will not be held to render any other provision or provisions of this Contract unenforceable.

## **9.10 Survivability**

Termination or expiration of this Contract or a Contract for any reason will not release either party from any liabilities or obligations in this Contract that the parties have expressly agreed will survive any such termination or expiration, remain to be performed, or by their nature would be intended to be applicable following any such termination or expiration, including maintaining confidentiality of information and records retention.

## **9.11 Force Majeure**

Except with respect to the obligation of payments under this Contract, if either of the Parties, after a good faith effort, is prevented from complying with any express or implied covenant of this Contract by reason of war; terrorism; rebellion; riots; strikes; acts of God; any valid order, rule, or regulation of governmental authority; or similar events that are beyond the control of the affected Party (collectively referred to as a "Force Majeure"), then, while so prevented, the affected Party's obligation to comply with such covenant will be suspended, and the affected Party will not be liable for damages for failure to comply with such covenant. In any such event, the Party claiming Force Majeure will promptly notify the other Party of the Force Majeure event in writing and, if possible, such notice will set forth the extent and duration thereof.

## **9.12 No Waiver of Provisions**

Neither failure to enforce any provision of this Contract nor payment for services provided under it constitute waiver of any provision of the Contract.

## **9.13 Publicity**

Except as provided in the paragraph below, Grantee must not use the name of, or directly or indirectly refer to, the System Agency, the State of Texas, or any other State agency in any media release, public announcement, or public disclosure relating to the Contract or its subject matter, including in any promotional or marketing materials, customer lists, or business presentations.

Grantee may publish, at its sole expense, results of Grantee performance under the Contract with the System Agency's prior review and approval, which the System Agency may exercise at its sole discretion. Any publication (written, visual, or sound) will acknowledge the support received from the System Agency and any Federal agency, as appropriate.

## **9.14 Prohibition on Non-compete Restrictions**

Grantee will not require any employees or Subcontractors to agree to any conditions, such as non-compete clauses or other contractual arrangements that would limit or restrict such persons or entities from employment or contracting with the State of Texas.

## **9.15 No Waiver of Sovereign Immunity**

Nothing in the Contract will be construed as a waiver of sovereign immunity by the System Agency.

## **9.16 Entire Contract and Modification**

The Contract constitutes the entire agreement of the Parties and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Any

additional or conflicting terms in any future document incorporated into the Contract will be harmonized with this Contract to the extent possible by the System Agency.

### **9.17 Counterparts**

This Contract may be executed in any number of counterparts, each of which will be an original, and all such counterparts will together constitute but one and the same Contract.

### **9.18 Proper Authority**

Each Party hereto represents and warrants that the person executing this Contract on its behalf has full power and authority to enter into this Contract. Any Services or Work performed by Grantee before this Contract is effective or after it ceases to be effective are performed at the sole risk of Grantee with respect to compensation.

### **9.19 Employment Verification**

Grantee will confirm the eligibility of all persons employed during the contract term to perform duties within Texas and all persons, including subcontractors, assigned by the contractor to perform work pursuant to the Contract.

### **9.20 Civil Rights**

- a. Grantee agrees to comply with state and federal anti-discrimination laws, including:
  1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d *et seq.*);
  2. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794);
  3. Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq.*);
  4. Age Discrimination Act of 1975 (42 U.S.C. §§6101-6107);
  5. Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681-1688);
  6. Food and Nutrition Act of 2008 (7 U.S.C. §2011 *et seq.*); and
  7. The System Agency's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Agreement.

Grantee agrees to comply with all amendments to the above-referenced laws, and all requirements imposed by the regulations issued pursuant to these laws. These laws provide in part that no persons in the United States may, on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion, be excluded from participation in or denied any aid, care, service or other benefits provided by Federal or State funding, or otherwise be subjected to discrimination.

- b. Grantee agrees to comply with Title VI of the Civil Rights Act of 1964, and its implementing regulations at 45 C.F.R. Part 80 or 7 C.F.R. Part 15, prohibiting a contractor from adopting and implementing policies and procedures that exclude or have the effect of excluding or limiting the participation of clients in its programs, benefits, or activities on the basis of national origin. State and federal civil rights laws require contractors to provide alternative methods for ensuring access to services for applicants and recipients who cannot express themselves fluently in English. Grantee agrees to take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

- c. Grantee agrees to post applicable civil rights posters in areas open to the public informing clients of their civil rights and including contact information for the HHS Civil Rights Office. The posters are available on the HHS website at: [http://www.hhsc.state.tx.us/about\\_hhsc/civil-rights/brochures-posters.shtml](http://www.hhsc.state.tx.us/about_hhsc/civil-rights/brochures-posters.shtml)
- d. Grantee agrees to comply with Executive Order 13279, and its implementing regulations at 45 C.F.R. Part 87 or 7 C.F.R. Part 16. These provide in part that any organization that participates in programs funded by direct financial assistance from the United States Department of Agriculture or the United States Department of Health and Human Services shall not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- e. Upon request, Grantee will provide HHSC Civil Rights Office with copies of all of the Grantee's civil rights policies and procedures.
- f. Grantee must notify HHSC's Civil Rights Office of any civil rights complaints received relating to its performance under this Agreement. This notice must be delivered no more than ten (10) calendar days after receipt of a complaint. Notice provided pursuant to this section must be directed to:

HHSC Civil Rights Office  
701 W. 51<sup>st</sup> Street, Mail Code W206  
Austin, Texas 78751  
Phone Toll Free: (888) 388-6332  
Phone: (512) 438-4313  
TTY Toll Free: (877) 432-7232  
Fax: (512) 438-5885.

# **Attachment F – HHSC Special Conditions Version 1.0**



**Health and Human Services Commission  
Special Conditions  
Version 1.0**

## TABLE OF CONTENTS

<b>ARTICLE I. SPECIAL DEFINITIONS .....</b>	<b>1</b>
<b>ARTICLE II. GENERAL PROVISIONS.....</b>	<b>2</b>
2.01 Controlling Order .....	2
2.02 Inducements .....	2
2.03 Delegation of Authority .....	3
2.04 Other System Agencies Participation in the Contract .....	3
2.05 Most Favored Customer .....	3
2.06 Assumption After Assignment .....	4
2.07 Cooperation with HHSC Vendors .....	4
2.08 Renegotiation and Reprocurement Rights .....	4
2.09 Solicitation Errors.....	4
<b>ARTICLE III. PROHIBITION AGAINST PERFORMANCE OUTSIDE OF THE UNITED STATES.....</b>	<b>4</b>
3.01 Authority.....	4
3.02 Prohibition .....	4
3.03 Exception .....	5
3.04 Remedy .....	5
<b>ARTICLE IV. CONTRACTOR PERSONNEL AND SUBCONTRACTORS .....</b>	<b>5</b>
4.01 Qualifications.....	5
4.02 Conduct and Removal .....	5
4.03 No Authority.....	6
4.04 E-Verify .....	6
4.05 Subcontractors Not Identified in the Solicitation Response .....	6
<b>ARTICLE V. PERFORMANCE.....</b>	<b>6</b>
5.01 Measurement .....	6
<b>ARTICLE VI. AMENDMENTS AND MODIFICATIONS.....</b>	<b>7</b>
6.01 Formal Procedure .....	7
6.02 Minor Administrative Changes .....	7
6.03 Technical Guidance Letters .....	7
<b>ARTICLE VII. AUDITS AND RECORDS .....</b>	<b>7</b>
7.01 Record Retention .....	7
7.02 Access and Accommodation .....	8
7.03 Response to Audits or Inspection Findings .....	8
<b>ARTICLE VIII. PAYMENT .....</b>	<b>8</b>
8.01 Duty to Make Payment .....	8
<b>ARTICLE IX. CONFIDENTIALITY .....</b>	<b>9</b>

9.01 Requests for Public Information.....	9
9.02 Consultant Disclosure.....	9
9.03 Other Confidential Information .....	9
<b>ARTICLE X.DISPUTES AND REMEDIES.....</b>	<b>10</b>
10.01 Agreement of the Parties .....	10
10.02 Operational Remedies.....	10
10.03 Equitable Remedies .....	11
10.04 Continuing Duty to Perform .....	11
<b>ARTICLE XI. DAMAGES.....</b>	<b>11</b>
11.01 Availability and Assessment .....	11
11.02 Specific Items of Liability .....	11
<b>ARTICLE XII. TURNOVER.....</b>	<b>12</b>
12.01 Turnover Plan .....	12
12.02 Turnover Assistance .....	12
<b>ARTICLE XIII. ADDITIONAL LICENSE AND OWNERSHIP PROVISIONS .....</b>	<b>13</b>
13.01 HHSC Additional Rights .....	13
13.02 Third Party Software .....	13
13.03 Software and Ownership Rights. ....	13
<b>ARTICLE XIV. MISCELLANEOUS PROVISIONS .....</b>	<b>13</b>
14.01 Ability to Perform.....	13
14.02 Continuing Duty to Disclose .....	14
14.03 Conflicts of Interest .....	14
14.04 Flow Down Provisions .....	14
14.05 Recruitment Prohibition .....	14
14.06 Manufacturer’s Warranties .....	14
14.07 Cooperation with HHSC Designees .....	15
14.08 Notice of Litigation or Contract Action .....	15

## **HHSC SPECIAL CONDITIONS**

The terms and conditions of these Special Conditions are incorporated into and made a part of the Contract. Capitalized items used in these Special Conditions and not otherwise defined have the meanings assigned to them in HHSC Uniform Terms and Conditions – Vendor, Version 2.12

### **ARTICLE I. SPECIAL DEFINITIONS**

**“Conflict of Interest”** means a set of facts or circumstances, a relationship, or other situation under which Contractor, a Subcontractor, or individual has past, present, or currently planned personal or financial activities or interests that either directly or indirectly: (1) impairs or diminishes the Contractor’s, or Subcontractor’s ability to render impartial or objective assistance or advice to the HHSC; or (2) provides the Contractor or Subcontractor an unfair competitive advantage in future HHSC procurements.

**“Contractor Agents”** means Contractor’s representatives, employees, officers, Subcontractors, as well as their employees, contractors, officers, and agents.

**“Custom Software”** means Software developed as a Deliverable or in connection with the Agreement.

**“Data Use Agreement”** means the agreement incorporated into the Contract to facilitate creation, receipt, maintenance, use, disclosure or access to Confidential Information.

**“Federal Financial Participation”** is a program that allows states to receive partial reimbursement for activities that meet certain objectives of the federal government. It is also commonly referred to as the Federal Medical Assistance Percentage (FMAP).

**“Item of Noncompliance”** means Contractor’s acts or omissions that: (1) violate a provision of the Contract; (2) fail to ensure adequate performance of the Work; (3) represent a failure of Contractor to be responsive to a request of HHSC relating to the Work under the Contract.

**“Minor Administrative Change”** refers to a change to the Contract that does not increase the fees or term and done in accordance with Section 6.02 of these Special Conditions.

**“Other Confidential Information”** means any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) provided to or made available to Contractor; or that Contractor may create, receive, maintain, use, disclose or have access to on behalf of HHSC or through performance of the Work, which is not designated as Confidential Information in the Data Use Agreement.

**“Outside the United States”** means any location that is not within the territorial boundaries comprising the republic of the United States of America, including any of the 48 coterminous states in North America, the states of Alaska and Hawaii, and the District of Columbia.

**“Software”** means all operating system and applications software used or created by Contractor to perform the Work under the Contract.

**“State”** means the State of Texas and, unless otherwise indicated or appropriate, will be interpreted to mean HHSC and other agencies of the State of Texas that may participate in the administration of HHSC

Programs; provided, however, that no provision will be interpreted to include any entity other than HHSC as the contracting agency.

**“Third Party Software”** refers to software programs or plug-ins developed by companies or individuals other than Contractor which are used in performance of the Work. It does not include items which are ancillary to the performance of the Work, such as internal systems of Contractor which were deployed by Contractor prior to the Contract and not procured to perform the Work.

**“Turnover”** means the effort necessary to enable HHSC, or its designee, to effectively close out the Contract and move the Work to another vendor or to perform the Work by itself.

**“Turnover Plan”** means the written plan developed by Contractor, approved by HHSC, and to be employed when the Work described in the Contract transfers to HHSC, or its designee, from the Contractor.

**“VUTC”** means HHSC’s Uniform Terms and Conditions – Vendor, Version 2.12

**“WSD”** means the Work, Services, or Deliverables to be performed or provided under the Contract.

## ARTICLE II. GENERAL PROVISIONS

### 2.01 Controlling Order

Unless otherwise agreed, in the event of any conflict or contradiction between or among the provisions of the Contract, the provisions in the documents will control in the following order:

- a. The Signature Document;
- b. These Special Conditions;
- c. HHSC Uniform Terms and Conditions – Vendor;
- d. The Solicitation and any addendums, corrections, and clarifications; then
- e. Contractor’s Solicitation Response and any agreed to modifications.

### 2.02 Inducements

In awarding the Contract, the HHSC relies on Contractor’s assurances of the following:

- a. Contractor and its Subcontractors are established providers of the WSD described in the Solicitation and required under the Contract;
- b. Contractor and its Subcontractors have the skills, qualifications, expertise, financial resources, and experience necessary to perform the WSD in an efficient, cost-effective manner, with a high degree of quality and responsiveness.
- c. Contractor has performed similar WSD for other public or private entities;
- d. Contractor has thoroughly reviewed, analyzed, and understood the Solicitation, has timely raised all questions or objections to the Solicitation or WSD, and has had the opportunity to review and fully understand HHSC’s current program and operating environment for the activities that are the subject of the Contract and the needs and requirements of the State during the Contract term;
- e. Contractor has had the opportunity to review and understand the State’s stated objectives in entering into the Contract and, based on such review and understanding, Contractor currently has

the capability to perform the WSD in accordance with the terms and conditions of the Contract;  
and

- f. Contractor fully understands the risks associated with public health and human service programs administered by HHSC as described in the Solicitation, including the risk of non-appropriation of funds.

### **2.03 Delegation of Authority**

Whenever, by any provision of the Contract, any right, power, or duty is imposed or conferred on HHSC, the right, power, or duty so imposed or conferred is possessed and exercised by HHSC's Executive Commissioner unless such is delegated to duly appointed agents or employees of HHSC. HHSC's Executive Commissioner will reduce any delegation of authority to writing and provide a copy to Contractor on request. The authority delegated to Contractor by HHSC is limited to the terms of the Contract. Contractor may not rely upon implied authority and is not delegated authority under the Contract to:

- a. Make public policy;
- b. Promulgate, amend, or disregard administrative regulations or program policy decisions made by State and federal agencies responsible for administration of HHSC Programs; or
- c. Unilaterally communicate or negotiate with any federal or state agency or the Texas Legislature on behalf of the HHSC regarding HHSC Programs or the Contract. However, upon request and reasonable notice to the Contractor, Contractor will assist HHSC in communications and negotiations regarding the WSD under the Contract with state and federal governments.

### **2.04 Other System Agencies Participation in the Contract**

In addition to providing the WSD specified for HHSC, Contractor agrees to allow other System Agencies the option to participate in the Contract under the same terms and conditions. Each System Agency that elects to obtain WSD under this section will issue a purchase or work order to Contractor, referring to, and incorporating by reference, the terms and conditions specified in the Contract.

System Agencies have no authority to modify the terms of the Contract. However, additional System Agency terms and conditions that do not conflict with the Contract, and are acceptable to the Contractor, may be added in a purchase or work order and given effect. No additional term or condition added in a purchase or work order issued by a System Agency can conflict with or diminish a term or condition of the Contract. In the event of a conflict between a System Agency's purchase or work order and the Contract, the Contract terms control.

### **2.05 Most Favored Customer**

Contractor agrees that if during the term of the Contract, Contractor enters into any agreement with any other governmental customer, or any non-affiliated commercial customer by which it agrees to provide equivalent services at lower prices, or additional services at comparable prices, Contractor will notify HHSC within (10) business days from the date Contractor executes any such agreement. Contractor agrees, at HHSC's option, to amend the Contract to accord equivalent advantage to HHSC.

## **2.06 Assumption After Assignment**

As authorized in the VUTC, each party to whom an assignment is made must assume all or any part of Contractor's interests in the Contract, the WSD, and any documents executed with respect to the Contract, including, without limitation, the assignor's obligation for all or any portion of the purchase payments, in whole or in part.

## **2.07 Cooperation with HHSC Vendors**

At HHSC's request, Contractor will allow parties interested in responding to other HHSC solicitations to have reasonable access during normal business hours to the WSD, software, systems documentation, and site visits to the Contractor's facilities. Contractor may elect to have such parties inspecting the WSD, facilities, software or systems documentation to agree to use the information so obtained only in the State of Texas and only for the purpose of responding to the relevant HHSC solicitation.

## **2.08 Renegotiation and Reprocurement Rights**

Notwithstanding anything in the Contract to the contrary, HHSC may at any time during the term of the Contract exercise the option to notify Contractor that HHSC has elected to renegotiate certain terms of the Contract. Upon Contractor's receipt of any notice under this section, Contractor and HHSC will undertake good faith negotiations of the subject terms of the Contract.

HHSC may at any time issue solicitation instruments to other potential contractors for performance of any portion of the WSD covered by the Contract, including services similar or comparable to the WSD, performed by Contractor under the Contract. If HHSC elects to procure the WSD, or any portion thereof, from another vendor in accordance with this section, HHSC will have the termination rights set forth in the VUTC.

## **2.09 Solicitation Errors**

Contractor will not take advantage of any errors or omissions in the Solicitation or the resulting Contract. Contractor must promptly notify HHSC of any errors or omissions that are discovered. Failure to notify HHSC of any errors will constitute a waiver of those errors.

# **ARTICLE III. PROHIBITION AGAINST PERFORMANCE OUTSIDE OF THE UNITED STATES**

## **3.01 Authority**

HHSC is responsible for the development and implementation of Software and hardware to support HHSC programs, which are paid for in whole or in part with State and federal funds. Accordingly, such Software and hardware may be subject to statutory restrictions on the export of technology to foreign nations, including but not limited to the Export Administration Regulations contained in 15 C.F.R. Parts 730-774.

## **3.02 Prohibition**

Contractor agrees that, unless specifically authorized in writing by HHSC:

- (1) All WSD under this Contract, including that of Subcontracts, will be performed exclusively within the United States. This obligation includes, but is not limited to, information technology services, processing, transmission, storage, archiving, data center services, disaster recovery sites and services, customer support, medical, dental, laboratory and clinical services, services related to Custom Software, and all modifications of Custom Software, Third Party Software, or vendor proprietary software;
- (2) All information obtained by Contractor or a Subcontractor under this Contract shall be maintained within the United States; and shall not leave the United States by any means (physical or electronic) at any time; and
- (3) Contractor shall not permit any person or entity at a location Outside The United States to have remote access to any of the WSD under the Contract without HHSC's written approval.

### **3.03 Exception**

The prohibition against WSD Outside the United States does not preclude the acquisition or use of commercial off-the-shelf (COTS) software that is developed Outside the United States or hardware that is generically configured Outside the United States. The prohibition against WSD Outside the United States does not preclude Contractor from acquiring or using products or supplies that are manufactured Outside the United States, provided such products or supplies are commercially available within the United States for acquisition.

### **3.04 Remedy**

Contractor's violation of this section will constitute a material breach of the Contract. Contractor will be liable to HHSC for all damages in accordance with the Contract.

## **ARTICLE IV. CONTRACTOR PERSONNEL AND SUBCONTRACTORS**

### **4.01 Qualifications**

Contractor agrees to maintain the organizational and administrative capacity and capabilities proposed in its response to the Solicitation, as modified, to carry out all duties and responsibilities under the Contract. Contractor Agents assigned to perform the duties and responsibilities under the Contract must be and remain properly trained and qualified for the functions they are to perform. Notwithstanding the transfer or turnover of personnel, Contractor remains obligated to perform all duties and responsibilities under the Contract without degradation and in strict accordance with the terms of the Contract.

### **4.02 Conduct and Removal**

While performing the WSD under the Contract, Contractor Agents must comply with applicable Contract terms, State and federal rules, regulations, HHSC's policies, and HHSC's requests regarding personal and professional conduct; and otherwise conduct themselves in a businesslike and professional manner.

If HHSC determines in good faith that a particular Contractor Agent is not conducting himself or herself in accordance with the terms of the Contract, HHSC may provide Contractor with notice and documentation regarding its concerns. Upon receipt of such notice, Contractor must promptly investigate the matter and, at HHSC's election, take appropriate action that may include removing the Contractor Agent from

performing any WSD under the Contract and replacing the Contractor Agent with a similarly qualified individual acceptable to HHSC as soon as reasonably practicable or as otherwise agreed to by HHSC.

#### **4.03 No Authority**

Contractor Agents are not employees of HHSC or the State of Texas and are considered Contractor's employees for all purposes. Except as provided in the Contract, neither Contractor nor any of Contractor Agents may act in any sense as agents or representatives of HHSC or the State of Texas.

#### **4.04 E-Verify**

By entering into this Contract, Contractor certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's E-Verify system to determine the eligibility of:

- (1) All persons employed to WSD within the State of Texas, during the term of the Contract; and
- (2) All Contractor Agents assigned by Contractor to perform WSD pursuant to the Contract, within the United States of America.

#### **4.05 Subcontractors Not Identified in the Solicitation Response**

Prior to entering into a Subcontract, Contractor must identify any Subcontractor that is a newly-formed subsidiary or entity, whether or not an affiliate of Contractor, substantiate the proposed Subcontractor's ability to perform the subcontracted WSD, and certify to HHSC that no loss of WSD will occur as a result of the performance of such Subcontractor.

At HHSC's request, prior to executing a Subcontract with a value greater than \$100,000.00, Contractor must submit a copy of the Subcontract to HHSC for review and approval. HHSC reserves the right to:

- (1) Reject the Subcontract or require changes to any provisions that do not comply with the requirements, duties, or responsibilities of the Contract or that create significant barriers for HHSC to monitor compliance with the Contract;
- (2) Object to the selection of the Subcontractor; or
- (3) Object to the subcontracting of the WSD proposed to be subcontracted.

### **ARTICLE V. PERFORMANCE**

#### **5.01 Measurement**

Satisfactory performance of the Contract, unless otherwise specified in the Contract, will be measured by:

- (1) Compliance with Contract requirements, including all representations and warranties;
- (2) Compliance with the WSD requested in the Solicitation and WSD proposed by Contractor in its response to the Solicitation and approved by HHSC;
- (3) Delivery of WSD in accordance with the service levels proposed by Contractor in the Solicitation Response as accepted by HHSC;
- (4) Results of audits, inspections, or quality checks performed by the HHSC or its designee;

- (5) Timeliness, completeness, and accuracy of WSD; and
- (6) Achievement of specific performance measures and incentives as applicable.

## **ARTICLE VI. AMENDMENTS AND MODIFICATIONS**

### **6.01 Formal Procedure**

No different or additional WSD or contractual obligations will be authorized or performed unless contemplated within the Scope of Work and memorialized in an amendment or modification of the Contract that is executed in compliance with this Article. No waiver of any term, covenant, or condition of the Contract will be valid unless executed in compliance with this Article. Contractor will not be entitled to payment for WSD that is not authorized by a properly executed Contract amendment or modification, or through the express written authorization of HHSC.

Any changes to the Contract that results in a change to either the term, fees, or significantly impacting the obligations of the parties to the Contract must be effectuated by a formal Amendment to the Contract. Such Amendment must be signed by the appropriate and duly authorized representative of each party in order to have any effect.

### **6.02 Minor Administrative Changes**

HHSC's designee, referred to as the Contract Manager, Project Sponsor, or other equivalent, in the Contract, is authorized to provide written approval of mutually agreed upon Minor Administrative Changes to the WSD or the Contract that do not increase the fees or term. Changes that increase the fees or term must be accomplished through the formal amendment procedure, as set forth in Section 6.01 of these Special Conditions. Upon approval of a Minor Administrative Change, HHSC and Contractor will maintain written notice that the change has been accepted in their Contract files.

### **6.03 Technical Guidance Letters**

Notwithstanding anything to the contrary in the Contract, Technical Guidance Letters ("TGL") as provided by the VUTC will not act as an Amendment or modification to the Contract to the extent such affect price or term of the Contract. Such TGLs are interpretive and instructional only and are not authorized to extend the term, modify the fees or other payment arrangements, increase the Contract total value, or materially change the substance of the WSD.

## **ARTICLE VII. AUDITS AND RECORDS**

### **7.01 Record Retention**

Contractor will comply with the records retention schedule approved by the Texas State Library and Archives Commission, unless a longer period is specified in the Contract. Contractor acknowledges that such schedule may be amended or modified from time to time and agrees to give any such modification or amendment full effect. The current approved schedule is published at <https://www.tsl.texas.gov/sites/default/files/public/tslac/slrn/state/schedules/529.PDF>. It is Contractor's

responsibility to monitor the Texas State Library and Archives Commission's approval of HHSC's record retention schedules.

## **7.02 Access and Accommodation**

In providing the access required by the VUTC for records and audits, Contractor will provide access to records, books, and documents in reasonable comfort and will provide any furnishings, equipment, or other conveniences necessary to enable complete and unfettered access to records, books, and documents to HHSC and any of its duly authorized representatives, as well as duly authorized federal, state or local authorities. Contractor will require Contractor Agents to provide comparable accommodations. Upon request, Contractor will provide copies of records, books, and documents free of charge to HHSC and any of its duly authorized representatives, as well as duly authorized federal, state or local authorities, including those the entities described in the VUTC.

The access and accommodations set forth in this section will also be provided for Software and equipment used in the performance of the WSD. Contractor will provide reasonable assistance that this section requires to auditors and/or inspectors to complete any audits or inspections related to the WSD.

Contractor will include this section concerning the right of access to, and examination of, sites and information related to this Contract in any Subcontract it awards.

## **7.03 Response to Audits or Inspection Findings**

Contractor will take all action to ensure it, or a Contractor Agent, complies with any finding of noncompliance relating to the WSD or any other deficiency contained in any audit, review, or inspection conducted under the Contract. Contractor will bear the expense of compliance with any finding of noncompliance under the Contract that is:

- (1) Required by a Texas or federal law, regulation, rule or other audit requirement relating to Contractor's business;
- (2) Performed by Contractor as part of the WSD; or
- (3) Necessary due to Contractor's noncompliance with any law, regulation, rule or audit requirement imposed on Contractor.

# **ARTICLE VIII. PAYMENT**

## **8.01 Duty to Make Payment**

HHSC will be relieved of its obligation to make any payments to Contractor until such time as any and all set-off amounts have been credited to HHSC. If HHSC disputes payment of all or any portion of an invoice from Contractor, HHSC will notify the Contractor of the dispute and both Parties will attempt in good faith to resolve the dispute in accordance with these Special Conditions. HHSC will not be required to pay any disputed portion of a Contractor invoice unless, and until, the dispute is resolved. Notwithstanding any such dispute, Contractor will continue to perform the WSD in compliance with the terms of the Contract pending resolution of such dispute so long as all undisputed amounts continue to be paid to Contractor.

## **ARTICLE IX. CONFIDENTIALITY**

### **9.01 Requests for Public Information**

HHSC will, as permitted by law and as practicable considering HHSC's resources, notify Contractor of a request for disclosure of public information related to the Contract filed in accordance with the Texas Public Information Act, Texas Government Code Chapter 552 ("PIA"). In the event Contractor believes the requested information should be protected under the PIA, Contractor will comply with PIA requirements pertaining to that information and will provide HHSC with copies of all such documentation required to support its request for nondisclosure. Contractor must make public information not otherwise excepted from disclosure under the PIA available to HHSC at no additional charge to HHSC.

To the extent authorized under the PIA, HHSC will safeguard from disclosure information received from Contractor that Contractor believes to be confidential. Contractor must clearly mark each page of such information as "Contractor Confidential Information" and provide written notice to HHSC that it considers the information confidential in accordance with the PIA. Contractor's designation or marking of information in this manner does not act, and should not be construed, as an agreement or other consent by HHSC that such information is actually confidential pursuant to the PIA.

### **9.02 Consultant Disclosure**

Contractor agrees that any consultant reports received by HHSC in connection with the Contract may be distributed by HHSC, in its discretion, to any other state agency and the Texas legislature. Any distribution may include posting on HHSC's website or the website of a standing committee of the Texas Legislature.

### **9.03 Other Confidential Information**

HHSC prohibits the unauthorized disclosure of Other Confidential Information. Contractor and all Contractor Agents will not disclose or use any Other Confidential Information in any manner except as is necessary for the WSD or the proper discharge of obligations and securing of rights under the Contract. Contractor will have a system in effect to protect Other Confidential Information. Any disclosure or transfer of Other Confidential Information by Contractor, including information requested to do so by HHSC, will be in accordance with the Contract. If Contractor receives a request for Other Confidential Information, Contractor will immediately notify HHSC of the request, and will make reasonable efforts to protect the Other Confidential Information from disclosure until further instructed by the HHSC.

Contractor will notify HHSC promptly of any unauthorized possession, use, knowledge, or attempt thereof, of any Other Confidential Information by any person or entity that may become known to Contractor. Contractor will furnish to HHSC all known details of the unauthorized possession, use, or knowledge, or attempt thereof, and use reasonable efforts to assist HHSC in investigating or preventing the reoccurrence of any unauthorized possession, use, or knowledge, or attempt thereof, of Other Confidential Information.

HHSC will have the right to recover from Contractor all damages and liabilities caused by or arising from Contractor or Contractor Agents' failure to protect HHSC's Confidential Information as required by this section.

**IN COORDINATION WITH THE INDEMNITY PROVISIONS CONTAINED IN THE VUTC, CONTRACTOR WILL INDEMNIFY AND HOLD HARMLESS HHSC FROM ALL DAMAGES, COSTS, LIABILITIES, AND EXPENSES (INCLUDING WITHOUT LIMITATION REASONABLE ATTORNEYS' FEES**

**AND COSTS) CAUSED BY OR ARISING FROM CONTRACTOR OR CONTRACTOR AGENTS FAILURE TO PROTECT OTHER CONFIDENTIAL INFORMATION. CONTRACTOR WILL FULFILL THIS PROVISION WITH COUNSEL APPROVED BY HHSC.**

## **ARTICLE X. DISPUTES AND REMEDIES**

### **10.01 Agreement of the Parties**

The Parties agree that the interests of fairness, efficiency, and good business practices are best served when the Parties employ all reasonable and informal means to resolve any dispute under the Contract before resorting to formal dispute resolution processes otherwise provided in the Contract. The Parties will use all reasonable and informal means of resolving disputes prior to invoking a remedy provided elsewhere in the Contract, unless HHSC immediately terminates the Contract in accordance with the terms and conditions of the Contract.

Any dispute, that in the judgment of any Party to the Agreement, may materially affect the performance of any Party will be reduced to writing and delivered to the other Party within 10 business days after the dispute arises. The Parties must then negotiate in good faith and use every reasonable effort to resolve the dispute at the managerial or executive levels prior to initiating formal proceedings pursuant to the VUTC and Texas Government Code §2260, unless a Party has reasonably determined that a negotiated resolution is not possible and has so notified the other Party. The resolution of any dispute disposed of by agreement between the Parties will be reduced to writing and delivered to all Parties within 10 business days of such resolution.

### **10.02 Operational Remedies**

The remedies described in this section may be used or pursued by HHSC in the context of the routine operation of the Contract and are directed to Contractor's timely and responsive performance of the WSD as well as the creation of a flexible and responsive relationship between the Parties. Contractor agrees that HHSC may pursue operational remedies for Items of Noncompliance with the Contract. At any time, and at its sole discretion, HHSC may impose or pursue one or more said remedies for each Item of Noncompliance. HHSC will determine operational remedies on a case-by-case basis which include, but are not, limited to:

- 1) Requesting a detailed Corrective Action Plan, subject to HHSC approval, to correct and resolve a deficiency or breach of the Contract;
- 2) Require additional or different corrective action(s) of HHSC's choice;
- 3) Suspension of all or part of the Contract or WSD;
- 4) Prohibit Contractor from incurring additional obligations under the Contract;
- 5) Issue stop Work Orders;
- 6) Assessment of liquidated damages as provided in the Contract;
- 7) Accelerated or additional monitoring;
- 8) Withholding of payments; and
- 9) Additional and more detailed programmatic and financial reporting.

HHSC's pursuit or non-pursuit of an operational remedy does not constitute a waiver of any other remedy that HHSC may have at law or equity; excuse Contractor's prior substandard performance, relieve

Contractor of its duty to comply with performance standards, or prohibit HHSC from assessing additional operational remedies or pursuing other appropriate remedies for continued substandard performance.

HHSC will provide notice to Contractor of the imposition of an operational remedy in accordance with this section, with the exception of accelerated monitoring, which may be unannounced. HHSC may require Contractor to file a written response as part of the operational remedy approach.

### **10.03 Equitable Remedies**

Contractor acknowledges that if, Contractor breaches, attempts, or threatens to breach, any obligation under the Contract, the State will be irreparably harmed. In such a circumstance, the State may proceed directly to court notwithstanding any other provision of the Contract. If a court of competent jurisdiction finds that Contractor breached, attempted, or threatened to breach any such obligations, Contractor will not oppose the entry of an order compelling performance by Contractor and restraining it from any further breaches, attempts, or threats of breach without a further finding of irreparable injury or other conditions to injunctive relief.

### **10.04 Continuing Duty to Perform**

Neither the occurrence of an event constituting an alleged breach of contract, the pending status of any claim for breach of contract, nor the application of an operational remedy, is grounds for the suspension of performance, in whole or in part, by Contractor of the WSD or any duty or obligation with respect to the Contract.

## **ARTICLE XI. DAMAGES**

### **11.01 Availability and Assessment**

HHSC will be entitled to actual, direct, indirect, incidental, special, and consequential damages resulting from Contractor's failure to comply with any of the terms of the Contract. In some cases, the actual damage to HHSC as a result of Contractor's failure to meet the responsibilities or performance standards of the Contract are difficult or impossible to determine with precise accuracy. Therefore, if provided in the Contract, liquidated damages may be assessed against Contractor for failure to meet any aspect of the WSD or responsibilities of the Contractor. HHSC may elect to collect liquidated damages:

- 1) Through direct assessment and demand for payment to Contractor; or
- 2) By deducting the amounts assessed as liquidated damages against payments owed to Contractor for Work performed. In its sole discretion, HHSC may deduct amounts assessed as liquidated damages as a single lump sum payment or as multiple payments until the full amount payable by the Contractor is received by the HHSC.

### **11.02 Specific Items of Liability**

Contractor bears all risk of loss or damage due to defects in the WSD, unfitness or obsolescence of the WSD, or the negligence or intentional misconduct of Contractor or Contractor Agents. Contractor will ship all equipment and Software purchased and Third Party Software licensed under the Contract, freight prepaid, FOB HHSC's destination. The method of shipment will be consistent with the nature of the items shipped and applicable hazards of transportation to such items. Regardless of FOB point, Contractor bears

all risks of loss, damage, or destruction of the WSD, in whole or in part, under the Contract that occurs prior to acceptance by HHSC. After acceptance by HHSC, the risk of loss or damage will be borne by HHSC; however, Contractor remains liable for loss or damage attributable to Contractor's fault or negligence.

Contractor will protect HHSC's real and personal property from damage arising from Contractor or Contractor Agents performance of the Contract, and Contractor will be responsible for any loss, destruction, or damage to HHSC's property that results from or is caused by Contractor or Contractor Agents' negligent or wrongful acts or omissions. Upon the loss of, destruction of, or damage to any property of HHSC, Contractor will notify HHSC thereof and, subject to direction from HHSC or its designee, will take all reasonable steps to protect that property from further damage. Contractor agrees, and will require Contractor Agents, to observe safety measures and proper operating procedures at HHSC sites at all times. Contractor will immediately report to the HHSC any special defect or an unsafe condition it encounters or otherwise learns about.

**IN COORDINATION WITH THE INDEMNITY PROVISIONS CONTAINED IN THE VUTC, CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR ALL COSTS INCURRED THAT ARE ASSOCIATED WITH INDEMNIFYING THE STATE OF TEXAS OR HHSC WITH RESPECT TO INTELLECTUAL, REAL AND PERSONAL PROPERTY. ADDITIONALLY, HHSC RESERVES THE RIGHT TO APPROVE COUNSEL SELECTED BY CONTRACTOR TO DEFEND HHSC OR THE STATE OF TEXAS AS REQUIRED UNDER THIS SECTION.**

## ARTICLE XII. **TURNOVER**

### 12.01 **Turnover Plan**

HHSC may require Contractor to develop a Turnover Plan at any time during the term of the Contract in HHSC's sole discretion. Contractor must submit the Turnover Plan to HHSC for review and approval. The Turnover Plan must describes Contractor's policies and procedures that will ensure:

- 1) The least disruption in the delivery the WSD during Turnover to HHSC or its designee; and
- 2) Full cooperation with HHSC or its designee in transferring the WSD and the obligations of the Contract.

### 12.02 **Turnover Assistance**

Contractor will provide any assistance and actions reasonably necessary to enable HHSC or its designee to effectively close out the Contract and transfer the WSD and the obligations of the Contract to another vendor or to perform the WSD by itself. Contractor agrees that this obligation survives the termination, regardless of whether for cause or convenience, or the expiration of the Contract and remains in effect until completed to the satisfaction of HHSC.

## **ARTICLE XIII. ADDITIONAL LICENSE AND OWNERSHIP PROVISIONS**

### **13.01 HHSC Additional Rights**

HHSC will have ownership and unlimited rights to use, disclose, duplicate, or publish all information and data developed, derived, documented, or furnished by Contractor under or resulting from the Contract. Such data will include all results, technical information, and materials developed for or obtained by HHSC from Contractor in the performance of the WSD. If applicable, Contractor will reproduce and include HHSC's copyright, proprietary notice, or any product identifications provided by Contractor.

### **13.02 Third Party Software**

Contractor grants HHSC a non-exclusive, perpetual, license for HHSC to use Third Party Software and its associated documentation for its internal business purposes. HHSC will be entitled to use Third Party Software on the equipment or any replacement equipment used by HHSC, and with any replacement Third Party Software chosen by HHSC, without additional expense.

Terms in any licenses for Third Party Software will be consistent with the requirements of this section. Prior to utilizing any Third Party Software product not identified in the Solicitation Response, Contractor will provide HHSC copies of the license agreement from the licensor of the Third Party Software to allow HHSC to, in its discretion, object to the license agreement that must, at a minimum, provide HHSC with necessary rights consistent with the short and long-term goals of the Contract. Contractor will assign to HHSC all licenses for the Third Party Software as necessary to carry out the intent of this section.

Contractor will, during the Contract, maintain any and all Third Party Software at their most current version or no more than one version back from the most current version. However, Contractor will not maintain any Third Party Software versions, including one version back, if notified by HHSC that any such version would prevent HHSC from using any functions, in whole or in part, of HHSC systems or would cause deficiencies in HHSC systems.

### **13.03 Software and Ownership Rights.**

In accordance with 45 C.F.R. Part 95.617, all appropriate federal agencies will have a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, translate, or otherwise use, and to authorize others to use for government purposes all WSD, materials, Custom Software and modifications thereof, source code, associated documentation designed, developed, or installed with Federal Financial Participation under the Contract, including but not limited to those materials covered by copyright.

## **ARTICLE XIV. MISCELLANEOUS PROVISIONS**

### **14.01 Ability to Perform**

In conjunction with the Permitting and Licensure requirements contained in the VUTC, Contractor must remain in good standing with all regulatory agencies throughout the term of the Contract. Failure to remain in good standing with all regulatory agencies constitutes a material breach of Contract. Contractor must maintain the financial resources to fund the capital expenditures required under the Contract without advances by HHSC or assignment of any payments by the HHSC to a financing source.

#### **14.02 Continuing Duty to Disclose**

Contractor acknowledges its continuing obligation to comply with the requirements of any affirmation or certification contained in the Contract, and will immediately notify HHSC of any changes in circumstances affecting those certifications.

#### **14.03 Conflicts of Interest**

Contractor warrants to the best of its knowledge and belief, except to the extent already disclosed to HHSC, there are no facts or circumstances that could give rise to a Conflict of Interest and further that Contractor or Contractor Agents have no interest and will not acquire any direct or indirect interest that would conflict in any manner or degree with their performance under the Contract. Contractor will, and require Contractor Agents, to establish safeguards to prohibit Contract Agents from using their positions for a purpose that constitutes or presents the appearance of personal or organizational Conflict of Interest, or for personal gain. Contractor and Contractor Agents will operate with complete independence and objectivity without actual, potential or apparent Conflict of Interest with respect to the activities conducted under the Contract.

Contractor agrees that, if after Contractor's execution of the Contract, Contractor discovers or is made aware of a Conflict of Interest, Contractor will immediately and fully disclose such interest in writing to HHSC. In addition, Contractor will promptly and fully disclose any relationship that might be perceived or represented as a conflict after its discovery by Contractor or by HHSC as a potential conflict. HHSC reserves the right to make a final determination regarding the existence of Conflicts of Interest, and Contractor agrees to abide by HHSC's decision.

If HHSC determines that Contractor was aware of a Conflict of Interest and did not disclose the conflict to HHSC, such nondisclosure will be considered a material breach of the Contract. Furthermore, such breach may be submitted to the Office of the Attorney General, Texas Ethics Commission, or appropriate State or federal law enforcement officials for further action.

#### **14.04 Flow Down Provisions**

Contractor must include any applicable provisions of the Contract in all subcontracts based on the scope and magnitude of work to be performed by such Subcontractor. Any necessary terms will be modified appropriately to preserve the State's rights under the Contract.

#### **14.05 Recruitment Prohibition**

Contractor will not retain, without HHSC written consent, any person or entity utilized by HHSC in the development of the Solicitation or who participated in the selection of the Contractor for the Contract. Contractor will not recruit or employ any HHSC personnel who have worked on projects relating to the subject matter of the Contract, or who have had any influence on decisions affecting the subject matter of the Contract, for two (2) years following the completion of the Contract.

#### **14.06 Manufacturer's Warranties**

Contractor assigns to HHSC all of the manufacturers' warranties and indemnities relating to the WSD, including without limitation, Third Party Software, to the extent Contractor is permitted by the manufacturers to make such assignments to HHSC.

#### **14.07 Cooperation with HHSC Designees**

Contractor will cooperate with and work with State and federal agencies, other State contractors, subcontractors and third-party representatives as required by the WSD or requested by HHSC. Contractor personnel will cooperate at no charge to HHSC for purposes relating to the WSD. This cooperation specifically includes, but is not limited to:

- (1) The investigation and prosecution of fraud, abuse, and waste in the HHSC programs;
- (2) Audit, inspection, or other investigative purposes; and
- (3) Testimony in judicial or quasi-judicial proceedings relating to the Contract or other delivery of information requested by the HHSC or other agencies' investigators or legal staff.

#### **14.08 Notice of Litigation or Contract Action**

Contractor will notify HHSC of any litigation or legal matter related to or affecting the Contract within seven calendar days of becoming aware of the litigation or legal matter. Contractor will also notify HHSC if Contractor has had any contract suspended or terminated for cause by any local, state or federal department or agency or nonprofit entity within seven calendar days of such event. The notification required under this section will contain information sufficient for HHSC to independently confirm the action and to take appropriate actions.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

# **Attachment G – State Assurances**

## State Assurances

- (a) Scope. In addition to federal requirements, state law requires a number of assurances from applicants for federal pass-through or other state-appropriated funds.
- (1) A subgrantee must comply with Texas Government Code, Chapter 551, Vernon's 1994, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
  - (2) No health and human services agency or public safety or law enforcement agency may contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
  - (3) When incorporated into a grant award or contract, standard assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and local subrecipients shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met.
  - (4) A subgrantee must comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Family and Protective Services. Subgrantees shall also ensure that all program personnel are properly trained and aware of this requirement.
  - (5) Subgrantees will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protections Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA. (EO 11738).
  - (6) The applicant must certify that they are not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
  - (7) Subgrantees must adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.

# **Attachment H – Federal Assurances**

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standard or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standard for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685- 1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non- discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to

all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetland pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance. 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

# **Attachment I – DUA**

**DATA USE AGREEMENT  
BETWEEN THE  
TEXAS HEALTH AND HUMAN SERVICES ENTERPRISE  
AND  
\_\_\_\_\_ (“CONTRACTOR”)**

This Data Use Agreement (“DUA”), effective as of the Base Contract (“Effective Date”), is entered into by and between the Texas Health and Human Services Enterprise agency \_\_\_\_\_ (“HHS”) and \_\_\_\_\_ (“CONTRACTOR”), and incorporated into the terms of HHS Contract No. \_\_\_\_\_, in Travis County, Texas (the “Base Contract”).

**ARTICLE 1. PURPOSE; APPLICABILITY; ORDER OF PRECEDENCE**

The purpose of this DUA is to facilitate creation, receipt, maintenance, use, disclosure or access to Confidential Information with CONTRACTOR, and describe CONTRACTOR’s rights and obligations with respect to the Confidential Information and the limited purposes for which the CONTRACTOR may create, receive, maintain, use, disclose or have access to Confidential Information. **45 CFR 164.504(e)(1)-(3)** This DUA also describes HHS’s remedies in the event of CONTRACTOR’s noncompliance with its obligations under this DUA. This DUA applies to both Business Associates and contractors who are not Business Associates who create, receive, maintain, use, disclose or have access to Confidential Information on behalf of HHS, its programs or clients as described in the Base Contract.

As of the Effective Date of this DUA, if any provision of the Base Contract, including any General Provisions or Uniform Terms and Conditions, conflicts with this DUA, this DUA controls.

**ARTICLE 2. DEFINITIONS**

For the purposes of this DUA, **capitalized, underlined terms have the meanings set forth in the following:** Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (42 U.S.C. §1320d, *et seq.*) and regulations thereunder in 45 CFR Parts 160 and 164, including all amendments, regulations and guidance issued thereafter; The Social Security Act, including Section 1137 (42 U.S.C. §§ 1320b-7), Title XVI of the Act; The Privacy Act of 1974, as amended by the Computer Matching and Privacy Protection Act of 1988, 5 U.S.C. § 552a and regulations and guidance thereunder; Internal Revenue Code, Title 26 of the United States Code and regulations and publications adopted under that code, including IRS Publication 1075; OMB Memorandum 07-18; Texas Business and Commerce Code Ch. 521; Texas Government Code, Ch. 552, and Texas Government Code §2054.1125. In addition, the following terms in this DUA are defined as follows:

“**Authorized Purpose**” means the specific purpose or purposes described in the Scope of Work of the Base Contract for CONTRACTOR to fulfill its obligations under the Base Contract, or any other purpose expressly authorized by HHS in writing in advance.

“**Authorized User**” means a Person:

- (1) Who is authorized to create, receive, maintain, have access to, process, view, handle, examine, interpret, or analyze Confidential Information pursuant to this DUA;
- (2) For whom CONTRACTOR warrants and represents has a demonstrable need to create, receive, maintain, use, disclose or have access to the Confidential Information; and
- (3) Who has agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information as required by this DUA.

**“Confidential Information”** means any communication or record (whether oral, written, electronically stored or transmitted, or in any other form) provided to or made available to CONTRACTOR or that CONTRACTOR may create, receive, maintain, use, disclose or have access to on behalf of HHS that consists of or includes any or all of the following:

- (1) Client Information;
- (2) Protected Health Information in any form including without limitation, Electronic Protected Health Information or Unsecured Protected Health Information;
- (3) Sensitive Personal Information defined by Texas Business and Commerce Code Ch. 521;
- (4) Federal Tax Information;
- (5) Personally Identifiable Information;
- (6) Social Security Administration Data, including, without limitation, Medicaid information;
- (7) All privileged work product;
- (8) All information designated as confidential under the constitution and laws of the State of Texas and of the United States, including the Texas Health & Safety Code and the Texas Public Information Act, Texas Government Code, Chapter 552.

**“Legally Authorized Representative”** of the Individual, as defined by Texas law, including as provided in 45 CFR 435.923 (Medicaid); 45 CFR 164.502(g)(1) (HIPAA); Tex. Occ. Code § 151.002(6); Tex. H. & S. Code §166.164; Estates Code Ch. 752 and Texas Prob. Code § 3.

### **ARTICLE 3. CONTRACTOR'S DUTIES REGARDING CONFIDENTIAL INFORMATION**

#### **Section 3.01    *Obligations of CONTRACTOR***

CONTRACTOR agrees that:

(A) CONTRACTOR will exercise reasonable care and no less than the same degree of care CONTRACTOR uses to protect its own confidential, proprietary and trade secret information to prevent any portion of the Confidential Information from being used in a manner that is not expressly an Authorized Purpose under this DUA or as Required by Law. **45 CFR 164.502(b)(1); 45 CFR 164.514(d)**

(B) CONTRACTOR will not, without HHS's prior written consent, disclose or allow access to any portion of the Confidential Information to any Person or other entity, other than Authorized User's Workforce or Subcontractors of CONTRACTOR who have completed training in confidentiality, privacy, security and the importance of promptly reporting any Event or Breach to CONTRACTOR's management, to carry out the Authorized Purpose or as Required by Law.

HHS, at its election, may assist CONTRACTOR in training and education on specific or unique HHS processes, systems and/or requirements. CONTRACTOR will produce evidence of completed training to HHS upon request. **45 C.F.R. 164.308(a)(5)(i); Texas Health & Safety Code §181.101**

(C) CONTRACTOR will establish, implement and maintain appropriate sanctions against any member of its Workforce or Subcontractor who fails to comply with this DUA, the Base Contract or applicable law. CONTRACTOR will maintain evidence of sanctions and produce it to HHS upon request. **45 C.F.R. 164.308(a)(1)(ii)(C); 164.530(e); 164.410(b); 164.530(b)(1)**

(D) CONTRACTOR will not, without prior written approval of HHS, disclose or provide access to any Confidential Information on the basis that such act is Required by Law without notifying HHS so that HHS may have the opportunity to object to the disclosure or access and seek appropriate

relief. If HHS objects to such disclosure or access, CONTRACTOR will refrain from disclosing or providing access to the Confidential Information until HHS has exhausted all alternatives for relief. **45 CFR 164.504(e)(2)(ii)(A)**

(E) CONTRACTOR will not attempt to re-identify or further identify Confidential Information or De-identified Information, or attempt to contact any Individuals whose records are contained in the Confidential Information, except for an Authorized Purpose, without express written authorization from HHS or as expressly permitted by the Base Contract. **45 CFR 164.502(d)(2)(i) and (ii)** CONTRACTOR will not engage in prohibited marketing or sale of Confidential Information. **45 CFR 164.501, 164.508(a)(3) and (4); Texas Health & Safety Code Ch. 181.002**

(F) CONTRACTOR will not permit, or enter into any agreement with a Subcontractor to, create, receive, maintain, use, disclose, have access to or transmit Confidential Information, on behalf of CONTRACTOR without requiring that Subcontractor first execute the Form Subcontractor Agreement, Attachment 1, which ensures that the Subcontractor will comply with the identical terms, conditions, safeguards and restrictions as contained in this DUA for PHI and any other relevant Confidential Information and which permits more strict limitations; and **45 CFR 164.502(e)(1)(1)(ii); 164.504(e)(1)(i) and (2)**

(G) CONTRACTOR is directly responsible for compliance with, and enforcement of, all conditions for creation, maintenance, use, disclosure, transmission and Destruction of Confidential Information and the acts or omissions of Subcontractors as may be reasonably necessary to prevent unauthorized use. **45 CFR 164.504(e)(5); 42 CFR 431.300, et seq.**

(H) If CONTRACTOR maintains PHI in a Designated Record Set, CONTRACTOR will make PHI available to HHS in a Designated Record Set or, as directed by HHS, provide PHI to the Individual, or Legally Authorized Representative of the Individual who is requesting PHI in compliance with the requirements of the HIPAA Privacy Regulations. CONTRACTOR will make other Confidential Information in CONTRACTOR's possession available pursuant to the requirements of HIPAA or other applicable law upon a determination of a Breach of Unsecured PHI as defined in HIPAA. **45 CFR 164.524 and 164.504(e)(2)(ii)(E)**

(I) CONTRACTOR will make PHI as required by HIPAA available to HHS for amendment and incorporate any amendments to this information that HHS directs or agrees to pursuant to the HIPAA. **45 CFR 164.504(e)(2)(ii)(E) and (F)**

(J) CONTRACTOR will document and make available to HHS the PHI required to provide access, an accounting of disclosures or amendment in compliance with the requirements of the HIPAA Privacy Regulations. **45 CFR 164.504(e)(2)(ii)(G) and 164.528**

(K) If CONTRACTOR receives a request for access, amendment or accounting of PHI by any Individual subject to this DUA, it will promptly forward the request to HHS; however, if it would violate HIPAA to forward the request, CONTRACTOR will promptly notify HHS of the request and of CONTRACTOR's response. Unless CONTRACTOR is prohibited by law from forwarding a request, HHS will respond to all such requests, unless HHS has given prior written consent for CONTRACTOR to respond to and account for all such requests. **45 CFR 164.504(e)(2)**

(L) CONTRACTOR will provide, and will cause its Subcontractors and agents to provide, to HHS periodic written certifications of compliance with controls and provisions relating to information privacy, security and breach notification, including without limitation information related to data transfers and the handling and disposal of Confidential Information. **45 CFR 164.308; 164.530(c); 1 TAC 202**

(M) Except as otherwise limited by this DUA, the Base Contract, or law applicable to the Confidential Information, CONTRACTOR may use or disclose PHI for the proper management and

administration of CONTRACTOR or to carry out CONTRACTOR's legal responsibilities if: **45 CFR 164.504(e)(ii)(I)(A)**

(1) Disclosure is Required by Law, provided that CONTRACTOR complies with Section 3.01(D);

(2) CONTRACTOR obtains reasonable assurances from the Person to whom the information is disclosed that the Person will:

(a) Maintain the confidentiality of the Confidential Information in accordance with this DUA;

(b) Use or further disclose the information only as Required by Law or for the Authorized Purpose for which it was disclosed to the Person; and

(c) Notify CONTRACTOR in accordance with Section 4.01 of any Event or Breach of Confidential Information of which the Person discovers or should have discovered with the exercise of reasonable diligence. **45 CFR 164.504(e)(4)(ii)(B)**

(N) Except as otherwise limited by this DUA, CONTRACTOR will, if requested by HHS, use PHI to provide data aggregation services to HHS, as that term is defined in the HIPAA, 45 C.F.R. §164.501 and permitted by HIPAA. **45 CFR 164.504(e)(2)(i)(B)**

(O) CONTRACTOR will, on the termination or expiration of this DUA or the Base Contract, at its expense, return to HHS or Destroy, at HHS's election, and to the extent reasonably feasible and permissible by law, all Confidential Information received from HHS or created or maintained by CONTRACTOR or any of CONTRACTOR's agents or Subcontractors on HHS's behalf if that data contains Confidential Information. CONTRACTOR will certify in writing to HHS that all the Confidential Information that has been created, received, maintained, used by or disclosed to CONTRACTOR, has been Destroyed or returned to HHS, and that CONTRACTOR and its agents and Subcontractors have retained no copies thereof. Notwithstanding the foregoing, CONTRACTOR acknowledges and agrees that it may not Destroy any Confidential Information if federal or state law, or HHS record retention policy or a litigation hold notice prohibits such Destruction. If such return or Destruction is not reasonably feasible, or is impermissible by law, CONTRACTOR will immediately notify HHS of the reasons such return or Destruction is not feasible, and agree to extend indefinitely the protections of this DUA to the Confidential Information and limit its further uses and disclosures to the purposes that make the return of the Confidential Information not feasible for as long as CONTRACTOR maintains such Confidential Information. **45 CFR 164.504(e)(2)(ii)(J)**

(P) CONTRACTOR will create, maintain, use, disclose, transmit or Destroy Confidential Information in a secure fashion that protects against any reasonably anticipated threats or hazards to the security or integrity of such information or unauthorized uses. **45 CFR 164.306; 164.530(c)**

(Q) If CONTRACTOR accesses, transmits, stores, and/or maintains Confidential Information, CONTRACTOR will complete and return to HHS at [infosecurity@hhsc.state.tx.us](mailto:infosecurity@hhsc.state.tx.us) the HHS information security and privacy initial inquiry (SPI) at Attachment 2. The SPI identifies basic privacy and security controls with which CONTRACTOR must comply to protect HHS Confidential Information. CONTRACTOR will comply with periodic security controls compliance assessment and monitoring by HHS as required by state and federal law, based on the type of Confidential Information CONTRACTOR creates, receives, maintains, uses, discloses or has access to and the Authorized Purpose and level of risk. CONTRACTOR's security controls will be based on the National Institute of Standards and Technology (NIST) Special Publication 800-53. CONTRACTOR will update its security controls assessment whenever there are significant changes in security controls for HHS Confidential Information and will provide the updated document to HHS. HHS also reserves the right to request updates as needed to satisfy state and federal monitoring requirements. **45 CFR 164.306**

(R) CONTRACTOR will establish, implement and maintain any and all appropriate procedural, administrative, physical and technical safeguards to preserve and maintain the confidentiality, integrity, and availability of the Confidential Information, and with respect to PHI, as described in the HIPAA Privacy and Security Regulations, or other applicable laws or regulations relating to Confidential Information, to prevent any unauthorized use or disclosure of Confidential Information as long as CONTRACTOR has such Confidential Information in its actual or constructive possession. **45 CFR 164.308 (administrative safeguards); 164.310 (physical safeguards); 164.312 (technical safeguards); 164.530(c)(privacy safeguards)**

(S) CONTRACTOR will designate and identify, subject to HHS approval, a Person or Persons, as Privacy Official **45 CFR 164.530(a)(1)** and Information Security Official, each of whom is authorized to act on behalf of CONTRACTOR and is responsible for the development and implementation of the privacy and security requirements in this DUA. CONTRACTOR will provide name and current address, phone number and e-mail address for such designated officials to HHS upon execution of this DUA and prior to any change. **45 CFR 164.308(a)(2)**

(T) CONTRACTOR represents and warrants that its Authorized Users each have a demonstrated need to know and have access to Confidential Information solely to the minimum extent necessary to accomplish the Authorized Purpose pursuant to this DUA and the Base Contract, and further, that each has agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information contained in this DUA. **45 CFR 164.502; 164.514(d)**

(U) CONTRACTOR and its Subcontractors will maintain an updated, complete, accurate and numbered list of Authorized Users, their signatures, titles and the date they agreed to be bound by the terms of this DUA, at all times and supply it to HHS, as directed, upon request.

(V) CONTRACTOR will implement, update as necessary, and document reasonable and appropriate policies and procedures for privacy, security and Breach of Confidential Information and an incident response plan for an Event or Breach, to comply with the privacy, security and breach notice requirements of this DUA prior to conducting work under the DUA. **45 CFR 164.308; 164.316; 164.514(d); 164.530(i)(1)**

(W) CONTRACTOR will produce copies of its information security and privacy policies and procedures and records relating to the use or disclosure of Confidential Information received from, created by, or received, used or disclosed by CONTRACTOR on behalf of HHS for HHS's review and approval within 30 days of execution of this DUA and upon request by HHS the following business day or other agreed upon time frame. **45 CFR 164.308; 164.514(d)**

(X) CONTRACTOR will make available to HHS any information HHS requires to fulfill HHS's obligations to provide access to, or copies of, PHI in accordance with HIPAA and other applicable laws and regulations relating to Confidential Information. CONTRACTOR will provide such information in a time and manner reasonably agreed upon or as designated by the Secretary, or other federal or state law. **45 CFR 164.504(e)(2)(i)(I)**

(Y) CONTRACTOR will only conduct secure transmissions of Confidential Information whether in paper, oral or electronic form. A secure transmission of electronic Confidential Information *in motion* includes secure File Transfer Protocol (SFTP) or Encryption at an appropriate level or otherwise protected as required by rule, regulation or law. HHS Confidential Information at rest requires Encryption unless there is adequate administrative, technical, and physical security, or as otherwise protected as required by rule, regulation or law. All electronic data transfer and communications of Confidential Information will be through secure systems. Proof of system, media or device security and/or Encryption must be produced to HHS no later than 48 hours after HHS's written request in response to a compliance

investigation, audit or the Discovery of an Event or Breach. Otherwise, requested production of such proof will be made as agreed upon by the parties. De-identification of HHS Confidential Information is a means of security. With respect to de-identification of PHI, "secure" means de-identified according to HIPAA Privacy standards and regulatory guidance. **45 CFR 164.312; 164.530(d)**

(Z) CONTRACTOR will comply with the following laws and standards *if applicable to the type of Confidential Information and Contractor's Authorized Purpose*:

- Title 1, Part 10, Chapter 202, Subchapter B, Texas Administrative Code;
- The Privacy Act of 1974;
- OMB Memorandum 07-16;
- The Federal Information Security Management Act of 2002 (FISMA);
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA) as defined in the DUA;
- Internal Revenue Publication 1075 – Tax Information Security Guidelines for Federal, State and Local Agencies;
- National Institute of Standards and Technology (NIST) Special Publication 800-66 Revision 1 – An Introductory Resource Guide for Implementing the Health Insurance Portability and Accountability Act (HIPAA) Security Rule;
- NIST Special Publications 800-53 and 800-53A – Recommended Security Controls for Federal Information Systems and Organizations, as currently revised;
- NIST Special Publication 800-47 – Security Guide for Interconnecting Information Technology Systems;
- NIST Special Publication 800-88, Guidelines for Media Sanitization;
- NIST Special Publication 800-111, Guide to Storage of Encryption Technologies for End User Devices containing PHI; and
- Any other State or Federal law, regulation, or administrative rule relating to the specific HHS program area that CONTRACTOR supports on behalf of HHS.

#### **ARTICLE 4. BREACH NOTICE, REPORTING AND CORRECTION REQUIREMENTS**

##### **Section 4.01. Breach or Event Notification to HHS. 45 CFR 164.400-414**

(A) CONTRACTOR will cooperate fully with HHS in investigating, mitigating to the extent practicable and issuing notifications directed by HHS, for any Event or Breach of Confidential Information to the extent and in the manner determined by HHS.

(B) CONTRACTOR'S obligation begins at the Discovery of an Event or Breach and continues as long as related activity continues, until all effects of the Event are mitigated to HHS's satisfaction (the "incident response period"). **45 CFR 164.404**

(C) Breach Notice:

1. Initial Notice.

a. For federal information, including without limitation, Federal Tax Information, Social Security Administration Data, and Medicaid Client Information, within the first, consecutive clock hour of Discovery, and for all other types of Confidential Information not more than 24 hours after

Discovery, or in a timeframe otherwise approved by HHS in writing, initially report to HHS's Privacy and Security Officers via email at: privacy@HHSC.state.tx.us and to the HHS division responsible for this DUA; and **IRS Publication 1075; Privacy Act of 1974, as amended by the Computer Matching and Privacy Protection Act of 1988, 5 U.S.C. § 552a; OMB Memorandum 07-16 as cited in HHSC-CMS Contracts for information exchange.**

b. Report all information reasonably available to CONTRACTOR about the Event or Breach of the privacy or security of Confidential Information. **45 CFR 164.410**

c. Name, and provide contact information to HHS for, CONTRACTOR's single point of contact who will communicate with HHS both on and off business hours during the incident response period.

2. 48-Hour Formal Notice. No later than 48 consecutive clock hours after Discovery, or a time within which Discovery reasonably should have been made by CONTRACTOR of an Event or Breach of Confidential Information, **provide** formal notification to the State, including all reasonably available information about the Event or Breach, and CONTRACTOR's investigation, including without limitation and to the extent available: **For (a) - (m) below: 45 CFR 164.400-414**

a. The date the Event or Breach occurred;

b. The date of CONTRACTOR's and, if applicable, Subcontractor's Discovery;

c. A brief description of the Event or Breach; including how it occurred and who is responsible (or hypotheses, if not yet determined);

d. A brief description of CONTRACTOR's investigation and the status of the investigation;

e. A description of the types and amount of Confidential Information involved;

f. Identification of and number of all Individuals reasonably believed to be affected, including first and last name of the individual and if applicable the, Legally authorized representative, last known address, age, telephone number, and email address if it is a preferred contact method, to the extent known or can be reasonably determined by CONTRACTOR at that time;

g. CONTRACTOR's initial risk assessment of the Event or Breach demonstrating whether individual or other notices are required by applicable law or this DUA for HHS approval, including an analysis of whether there is a low probability of compromise of the Confidential Information or whether any legal exceptions to notification apply;

h. CONTRACTOR's recommendation for HHS's approval as to the steps Individuals and/or CONTRACTOR on behalf of Individuals, should take to protect the Individuals from potential harm, including without limitation CONTRACTOR's provision of notifications, credit protection, claims monitoring, and any specific protections for a Legally Authorized Representative to take on behalf of an Individual with special capacity or circumstances;

i. The steps CONTRACTOR has taken to mitigate the harm or potential harm caused (including without limitation the provision of sufficient resources to mitigate);

j. The steps CONTRACTOR has taken, or will take, to prevent or reduce the likelihood of recurrence of a similar Event or Breach;

k. Identify, describe or estimate of the Persons, Workforce, Subcontractor, or Individuals and any law enforcement that may be involved in the Event or Breach;

l. A reasonable schedule for CONTRACTOR to provide regular updates to the foregoing in the future for response to the Event or Breach, but no less than every three (3) business days or as

otherwise directed by HHS, including information about risk estimations, reporting, notification, if any, mitigation, corrective action, root cause analysis and when such activities are expected to be completed; and

m. Any reasonably available, pertinent information, documents or reports related to an Event or Breach that HHS requests following Discovery.

**Section 4.02**     ***Investigation, Response and Mitigation. For A-F below: 45 CFR 164.308, 310 and 312; 164.530***

(A) CONTRACTOR will immediately conduct a full and complete investigation, respond to the Event or Breach, commit necessary and appropriate staff and resources to expeditiously respond, and report as required to and by HHS for incident response purposes and for purposes of HHS's compliance with report and notification requirements, to the satisfaction of HHS.

(B) CONTRACTOR will complete or participate in a risk assessment as directed by HHS following an Event or Breach, and provide the final assessment, corrective actions and mitigations to HHS for review and approval.

(C) CONTRACTOR will fully cooperate with HHS to respond to inquiries and/or proceedings by state and federal authorities, Persons and/or Individuals about the Event or Breach.

(D) CONTRACTOR will fully cooperate with HHS's efforts to seek appropriate injunctive relief or otherwise prevent or curtail such Event or Breach, or to recover or protect any Confidential Information, including complying with reasonable corrective action or measures, as specified by HHS in a Corrective Action Plan if directed by HHS under the Base Contract.

**Section 4.03**     ***Breach Notification to Individuals and Reporting to Authorities. Tex. Bus. & Comm. Code §521.053; 45 CFR 164.404 (Individuals), 164.406 (Media); 164.408 (Authorities)***

(A) HHS may direct CONTRACTOR to provide Breach notification to Individuals, regulators or third-parties, as specified by HHS following a Breach.

(B) CONTRACTOR must obtain HHS's prior written approval of the time, manner and content of any notification to Individuals, regulators or third-parties, or any notice required by other state or federal authorities. Notice letters will be in CONTRACTOR's name and on CONTRACTOR's letterhead, unless otherwise directed by HHS, and will contain contact information, including the name and title of CONTRACTOR's representative, an email address and a toll-free telephone number, for the Individual to obtain additional information.

(C) CONTRACTOR will provide HHS with copies of distributed and approved communications.

(D) CONTRACTOR will have the burden of demonstrating to the satisfaction of HHS that any notification required by HHS was timely made. If there are delays outside of CONTRACTOR's control, CONTRACTOR will provide written documentation of the reasons for the delay.

(E) If HHS delegates notice requirements to CONTRACTOR, HHS shall, in the time and manner reasonably requested by CONTRACTOR, cooperate and assist with CONTRACTOR's information requests in order to make such notifications and reports.

## ARTICLE 5. SCOPE OF WORK

Scope of Work means the services and deliverables to be performed or provided by CONTRACTOR, or on behalf of CONTRACTOR by its Subcontractors or agents for HHS that are described in detail in the Base Contract. The Scope of Work, including any future amendments thereto, is incorporated by reference in this DUA as if set out word-for-word herein.

## ARTICLE 6. GENERAL PROVISIONS

### **Section 6.01 *Ownership of Confidential Information***

CONTRACTOR acknowledges and agrees that the Confidential Information is and will remain the property of HHS. CONTRACTOR agrees it acquires no title or rights to the Confidential Information.

### **Section 6.02 *HHS Commitment and Obligations***

HHS will not request CONTRACTOR to create, maintain, transmit, use or disclose PHI in any manner that would not be permissible under applicable law if done by HHS.

### **Section 6.03 *HHS Right to Inspection***

At any time upon reasonable notice to CONTRACTOR, or if HHS determines that CONTRACTOR has violated this DUA, HHS, directly or through its agent, will have the right to inspect the facilities, systems, books and records of CONTRACTOR to monitor compliance with this DUA. For purposes of this subsection, HHS's agent(s) include, without limitation, the HHS Office of the Inspector General or the Office of the Attorney General of Texas, outside consultants or legal counsel or other designee.

### **Section 6.04 *Term; Termination of DUA; Survival***

This DUA will be effective on the date on which CONTRACTOR executes the DUA, and will terminate upon termination of the Base Contract and as set forth herein. If the Base Contract is extended or amended, this DUA is updated automatically concurrent with such extension or amendment.

(A) HHS may immediately terminate this DUA and Base Contract upon a material violation of this DUA.

(B) Termination or Expiration of this DUA will not relieve CONTRACTOR of its obligation to return or Destroy the Confidential Information as set forth in this DUA and to continue to safeguard the Confidential Information until such time as determined by HHS.

(D) If HHS determines that CONTRACTOR has violated a material term of this DUA; HHS may in its sole discretion:

1. Exercise any of its rights including but not limited to reports, access and inspection under this DUA and/or the Base Contract; or
2. Require CONTRACTOR to submit to a corrective action plan, including a plan for monitoring and plan for reporting, as HHS may determine necessary to maintain compliance with this DUA; or
3. Provide CONTRACTOR with a reasonable period to cure the violation as determined by HHS; or
4. Terminate the DUA and Base Contract immediately, and seek relief in a court of competent jurisdiction in Travis County, Texas.

Before exercising any of these options, HHS will provide written notice to CONTRACTOR describing the violation and the action it intends to take.

(E) If neither termination nor cure is feasible, HHS shall report the violation to the Secretary.

(F) The duties of CONTRACTOR or its Subcontractor under this DUA survive the expiration or termination of this DUA until all the Confidential Information is Destroyed or returned to HHS, as required by this DUA.

#### **Section 6.05    *Governing Law, Venue and Litigation***

(A) The validity, construction and performance of this DUA and the legal relations among the Parties to this DUA will be governed by and construed in accordance with the laws of the State of Texas.

(B) The Parties agree that the courts of Travis County, Texas, will be the exclusive venue for any litigation, special proceeding or other proceeding as between the parties that may be brought, or arise out of, or in connection with, or by reason of this DUA.

#### **Section 6.06    *Injunctive Relief***

(A) CONTRACTOR acknowledges and agrees that HHS may suffer irreparable injury if CONTRACTOR or its Subcontractor fails to comply with any of the terms of this DUA with respect to the Confidential Information or a provision of HIPAA or other laws or regulations applicable to Confidential Information.

(B) CONTRACTOR further agrees that monetary damages may be inadequate to compensate HHS for CONTRACTOR's or its Subcontractor's failure to comply. Accordingly, CONTRACTOR agrees that HHS will, in addition to any other remedies available to it at law or in equity, be entitled to seek injunctive relief without posting a bond and without the necessity of demonstrating actual damages, to enforce the terms of this DUA.

#### **Section 6.07    *Indemnification***

CONTRACTOR will indemnify, defend and hold harmless HHS and its respective Executive Commissioner, employees, Subcontractors, agents (including other state agencies acting on behalf of HHS) or other members of its Workforce (each of the foregoing hereinafter referred to as "Indemnified Party") against all actual and direct losses suffered by the Indemnified Party and all liability to third parties arising from or in connection with any breach of this DUA or from any acts or omissions related to this DUA by CONTRACTOR or its employees, directors, officers, Subcontractors, or agents or other members of its Workforce. The duty to indemnify, defend and hold harmless is independent of the duty to insure and continues to apply even in the event insurance coverage required, if any, in the DUA or Base Contract is denied, or coverage rights are reserved by any insurance carrier. Upon demand, CONTRACTOR will reimburse HHS for any and all losses, liabilities, lost profits, fines, penalties, costs or expenses (including reasonable attorneys' fees) which may for any reason be imposed upon any Indemnified Party by reason of any suit, claim, action, proceeding or demand by any third party to the extent caused by and which results from the CONTRACTOR's failure to meet any of its obligations under this DUA. CONTRACTOR's obligation to defend, indemnify and hold harmless any Indemnified Party will survive the expiration or termination of this DUA.

#### **Section 6.08    *Insurance***

(A) In addition to any insurance required in the Base Contract, at HHS's option, HHS may require CONTRACTOR to maintain, at its expense, the special and/or custom first- and third-party

insurance coverages, including without limitation data breach, cyber liability, crime theft and notification expense coverages, with policy limits sufficient to cover any liability arising under this DUA, naming the State of Texas, acting through HHS, as an additional named insured and loss payee, with primary and non-contributory status, with required insurance coverage, by the Effective Date, or as required by HHS.

(B) CONTRACTOR will provide HHS with written proof that required insurance coverage is in effect, at the request of HHS.

**Section 6.09    *Fees and Costs***

Except as otherwise specified in this DUA or the Base Contract, including but not limited to requirements to insure and/or indemnify HHS, if any legal action or other proceeding is brought for the enforcement of this DUA, or because of an alleged dispute, contract violation, Event, Breach, default, misrepresentation, or injunctive action, in connection with any of the provisions of this DUA, each party will bear their own legal expenses and the other cost incurred in that action or proceeding.

**Section 6.10    *Entirety of the Contract***

This Data Use Agreement is incorporated by reference into the Base Contract and, together with the Base Contract, constitutes the entire agreement between the parties. No change, waiver, or discharge of obligations arising under those documents will be valid unless in writing and executed by the party against whom such change, waiver, or discharge is sought to be enforced.

**Section 6.11    *Automatic Amendment and Interpretation***

Upon the effective date of any amendment or issuance of additional regulations to HIPAA, or any other law applicable to Confidential Information, this DUA will automatically be amended so that the obligations imposed on HHS and/or CONTRACTOR remain in compliance with such requirements. Any ambiguity in this DUA will be resolved in favor of a meaning that permits HHS and CONTRACTOR to comply with HIPAA or any other law applicable to Confidential Information.

**ATTACHMENT 1. SUBCONTRACTOR AGREEMENT FORM**  
**HHS CONTRACT NUMBER** \_\_\_\_\_

The DUA between HHS and CONTRACTOR establishes the permitted and required uses and disclosures of Confidential Information by CONTRACTOR.

CONTRACTOR has subcontracted with \_\_\_\_\_ (SUBCONTRACTOR) for performance of duties on behalf of CONTRACTOR which are subject to the DUA. SUBCONTRACTOR acknowledges, understands and agrees to be bound by the identical terms and conditions applicable to CONTRACTOR under the DUA, incorporated by reference in this Agreement, with respect to HHS Confidential Information. CONTRACTOR and SUBCONTRACTOR agree that HHS is a third-party beneficiary to applicable provisions of the subcontract.

HHS has the right but not the obligation to review or approve the terms and conditions of the subcontract by virtue of this Subcontractor Agreement Form.

CONTRACTOR and SUBCONTRACTOR assure HHS that any Breach or Event as defined by the DUA that SUBCONTRACTOR Discovers will be reported to HHS by CONTRACTOR in the time, manner and content required by the DUA.

If CONTRACTOR knows or should have known in the exercise of reasonable diligence of a pattern of activity or practice by SUBCONTRACTOR that constitutes a material breach or violation of the DUA or the SUBCONTRACTOR's obligations CONTRACTOR will:

1. Take reasonable steps to cure the violation or end the violation, as applicable;
2. If the steps are unsuccessful, terminate the contract or arrangement with SUBCONTRACTOR, if feasible;
3. Notify HHS immediately upon reasonably discovery of the pattern of activity or practice of SUBCONTRACTOR that constitutes a material breach or violation of the DUA and keep HHS reasonably and regularly informed about steps CONTRACTOR is taking to cure or end the violation or terminate SUBCONTRACTOR's contract or arrangement.

**This Subcontractor Agreement Form is executed by the parties in their capacities indicated below.**

**CONTRACTOR**

**SUBCONTRACTOR**

**BY:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE** \_\_\_\_\_, **201** .

**DATE:** \_\_\_\_\_